

U.S. Coast Guard Boat Operations and Training (BOAT) Manual

Volume I



"Train, Maintain, Operate"



COMDTINST M16114.32C

January 2013

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Ref:

- a. Abstract of Operations Reports, COMDTINST M3123.7 (series)
- b. U.S. Coast Guard Reserve Policy Statement
- c. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
- d. U.S. Coast Guard Maritime Law Enforcement Manual, COMDTINST M16247.1 (series)
- e. Marine Safety Manual, Vol. VI, Ports and Waterways Activities, COMDTINST M16000.11 (series)
- f. Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)
- g. Coast Guard After Action Program, COMDTINST 3010.19 (series)
- h. Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
- i. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
- j. Naval Engineering Manual, COMDTINST M9000.6 (series)
- k. Team Coordination Training, COMDTINST 1541.1 (series)
- 1. Operational Risk Management, COMDTINST M3500.3 (series)
- m. Coast Guard Aviation Medical Manual, COMDTINST M6410.3 (series)
- n. Coast Guard Medical Manual, COMDTINST M6000.1 (series)

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- z. Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
- aa. Auxiliary Boat Crew Qualification Guide, Vol. I: Crew Member, COMDTINST M16794.52 (series)
- bb. Auxiliary Boat Crew Qualification Guide, Vol. II: Coxswain, COMDTINST M16794.53 (series)
- cc. U.S. Coast Guard Boat Operations and Training Manual, Vol. II, COMDTINST M16114.33 (series)
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- ii. Motor Vehicle Manual, COMDTINST, M11240.9 (series)
- ij. Cutter Surface Swimmer Program, COMDTINST 16134.2 (series)
- kk. Boat Forces Advisory Council, COMDTINST 16114.48 (series)
- II. Boat Management Manual, COMDTINST M16114.4 (series)
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- nn. Telecommunication Manual, COMDTINST M2000.3 (series)
- oo. Vessel Safety Check Program, COMDTINST M16795.8 (series)

- pp. Auxiliary Marine Dealer Visitor Manual, COMDTINST M16796.3 (series)
- qq. Maritime Security Operations Program Performance Plan Fiscal Years 2012-2017, September 2011
- rr. U.S. Coast Guard Boat Operations and Training Manual, Vol. III, COMDTINST M16114.42 (series)
- ss. *Maritime Security and Response Operations (MSRO) Manual,* COMDTINST M16600.6
- tt. U.S. Coast Guard Law Enforcement Competency Qualifications Instruction, COMDTINST 16247.3 (series)
- uu. Boat Forces Operations Personnel Qualification Standard, COMDTINST M16114.30
- vv. Invitational Travel Orders, COMDTINST 12570.3 (series)
- ww. Coast Guard Organization Manual, COMDTINST M5400.7 (series)
- xx. Financial Resources Management Manual, COMDTINST M7100.3 (series)
- yy. Coast Guard Food Service Manual, COMDTINT M4061.5 (series)
- zz. Information and Life Cycle Management Manual, COMDTINST M5212.12 (series)
- aaa. Military Assignment and Authorized Absences Manual, COMDTINST M1000.8 (series)
- bbb. Training and Education Manual, COMDTINST M1500.10 (series)
- ccc. Military Separation Manual, COMDTINT M1000.4 (series)
- ddd. Coatings and Colors Manual, COMDTINST M10360.3 (series)
- eee. Coast Guard Deck Watch Officer Examination Program, COMDTINST 16672.5C (series)
- fff. Framework Agreement on Integrated Cross-Border Maritime Law Enforcement Operations between the Government of the United States of America and the Government of Canada
- ggg. Integrated Cross-Border Maritime Law Enforcement Officer Bi-National Standard Operating Procedures
- hhh. Ordnance Manual, COMDTINST M8000.2 (series)

1. PURPOSE.

- a. This Manual prescribes policy, doctrine, and training requirements for Coast Guard Boat Forces operations and is intended for use by all personnel engaged in or supervising boat operations and training.
- b. Every effort has been made to make this Manual useful and applicable to all aspects of boat operations and training. In situations where this Manual does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification from their reporting senior and advise Commandant (CG-731) through their chain of command to clarify the provision in question.

- c. The diverse nature of operations at Coast Guard Boat Forces units also means that this Manual cannot and is not intended to cover every contingency that may arise. Ultimately, operational success depends on good safety practices, sound judgment, and common sense.
- 2. <u>ACTION</u>. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual.
- 3. <u>DIRECTIVES AFFECTED</u>. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32B is canceled. Also canceled are *Prospective Surfman Program*, COMDTINST 16114.35, *Surfman Management Program*, COMDTINST 16114.36, *Fireman First Class Paul Clark Award*, COMDTINST 1650.5B, *CDR Ray Evans Outstanding Coxswain Trophy*, COMDTINST 1650.6A, and *Joshua James 'Ancient Keeper' Award*, COMDTINST 1650.7A.
- 4. <u>DISCUSSION</u>. No paper distribution will be made of this revision. An electronic version will be located on the Information and Technology Commandant CG-612 intranet at http://cgweb2.comdt.uscg.mil/CGDirectives/Welcome.htm.
- 5. MAJOR CHANGES. Major changes to the BOAT Manual, Vol. I, are as follows.
 - a. Revised personnel authorized to operate Coast Guard boats.
 - b. Added cell phone and texting usage policy along with BCCS in new Team Communications section.
 - c. Updated Risk Management factors.
 - d. In Mission Planning, added Auxiliary and Reserve Force Management chapters.
 - e. Added sections on MAB Procedure and Mishap Policy, Surface Swimmers, and Boat Forces Advisory Council.
 - f. Refined Minimum Crew Requirements, clarifying minimum boat crew requirements for WPB 87' (CB-M).
 - g. Added award sections: CDR Ray Evans Outstanding Coxswain of the Year Award, Joshua James Ancient Keeper Award, Fireman First First Class Paul Clark Boat Forces Engineer Award.
 - h. In Station Operations, updated terminology and policy for Boat Forces units that conduct non-compliant vessel pursuit in support of the Maritime Counter Drug & Alien Migrant Interdiction mission, including *Pursuit Level IV* units, which were formerly known as *MLE* units. Added new chapters: Ice Rescue, Cutter Boat, and Aids to Navigation.
 - i. Switched Parts 4 and 5, so now Training precedes Readiness and Standardization.
 - j. Added Progression of Qualifications and updated Physical Fitness Standards.
 - k. Added sections in Standards and Responsibilities to include: DCO, FORCECOM, Area Commanders, SFLC, DCMS, and SBPL.

- 1. Added guidance on Boat Operations In Support of Department of Defense (DOD), Allied and Foreign Partners including new Boat Ops Checklists Appendix.
- m. Provided revised Sea, Wind, and Surf thresholds in Table 3-7: Coxswain Operational Guidelines.
- n. Implemented "Provisional Interim Certifications" to enable training and certification processes following unit-wide decertification
- 6. <u>DISCLAIMER</u>. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
- 7. <u>RECORDS MANAGEMENT CONSIDERATIONS</u>. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are not records scheduling requirements, in accordance with Federal Records Act, 44 U.S.c. 3101 ct seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
- 8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations under the National Environmental Policy Act (NEPA) were examined in the development of this Instruction. This Instruction included preparation of guidance documents that implement, without substantive change, the applicable Commandant Instruction or other Federal agency regulations, procedures, manuals, and other guidance documents. It is categorically excluded from further NEPA analysis and documentation requirements under Categorical Exclusion (33) as published in COMDTINST M16475.1D, Figure 2-1. An Environmental Checklist and Categorical Exclusion Determination (CED) are not required.
- 9. <u>FORMS/REPORTS</u>. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: http://www.uscg.mil/forms/; CGPortal at https://cgportal.uscg.mil/delivery/Satellite/uscg/Reference; and Intranet at http://cgweb.comdt.uscg.mil/CGForms

MARK E. BUTT /s/ Rear Admiral, U. S. Coast Guard Assistant Commandant for Capability

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Record of Changes

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PART 1 Introduction

Section A. Purpose of this Manual

Introduction

This Manual prescribes policy, doctrine, techniques, standardization, and training requirements pertinent to U.S. Coast Guard boat force operations. A U.S. Coast Guard Boat Forces Unit is one which has a specific Operating Facility (OPFAC) number assigned and conducts missions with boats that are under program management of Commandant (CG-731). It is intended for use by Operational Commanders, Coast Guard Cutters with boats, boat force unit Commanding Officers/Officers-in-Charge (CO/OIC), boat force unit personnel, as well as boat force customers.

All Coast Guard personnel who shall be guided by this Manual are highly encouraged to become familiar with its contents.

This Manual provides guidance for the management of boat operations in general, and unit operations in particular.

Procedures

This Manual is not intended to cover every contingency that may arise, nor every rule of unit or boat operations. Successful operations require the exercise of good safety practices, sound judgment and common sense at all levels of command.

NOTE &

The changing environment of Boat Force operations occasionally requires clarification of the policies established in this manual. Commandant (CG-731) has established a *Hot and New* web page which contains these clarifications. This web page link is:

http://cgweb.comdt.uscg.mil/G-RCB/WhatsHotandNew.htm

On Scene Deviations

When the need arises, special instructions or waivers may be issued by Commandant (CG-731). The operational environment or mission demands may require on-scene deviation from prescribed instructions or procedures when, in the judgment of the CO, OIC, or Coxswain, such deviation is necessary for safety or the saving of life.

Such deviation must not be taken lightly and must be tempered by maturity, sound judgment, and a complete understanding of the capabilities of the unit, its boats, mission, and crew.



Section B. How to use this Manual

Introduction

Each *Part* of this Manual includes its own table of contents and is divided into chapters. A glossary and list of acronyms are located at the end of this Manual.

Part Layout

The first page of each *Part* includes an *Introduction*, and an *In this Part* (which lists each chapter title).

The first page of each chapter includes an *Introduction*, an *In this Chapter*, and *References for this Chapter*, as applicable.

The first page of each section includes an *Introduction*, an *In this Section*, and *References for this Section*, as applicable.

In the left column of each page is the block title, which provides a descriptive word or phrase for the corresponding block of text across from it.

Warnings, Cautions, and Notes

The following definitions apply to "Warnings, Cautions, and Notes" found throughout the Manual.

WARNING♥

Operating procedures or techniques that must be carefully followed to avoid personal injury or loss of life.

CAUTION!

Operating procedures or techniques that must be carefully followed to avoid equipment damage.

NOTE &

An operating procedure or technique that is essential to emphasize.

Generalization

Because of the need to generalize, wording such as "normally," "etc.," "usually," and "such as" is employed throughout this Manual. Words or clauses of this nature shall not be used as loopholes, nor shall they be expanded to include a maneuver, situation, or circumstances that should not be performed or encountered.



PART 2 Operations and Missions

Introduction

This part prescribes policy, standards, instructions, and capabilities pertinent to Coast Guard unit operations.

In this part

This part contains the following chapters:

Chapter	Title	See Page
1	Mission Authorization	2-3
2	Mission Planning	2-11
3	Standards of Boat Operations	2-57
4	Boat Units and Boat Types	2-85
5	Mission Types	2-91
6	Boat Force Operations Insignia Criteria	2-130
7	Recognition Awards	2-135





CHAPTER 1 Mission Authorization

Introduction

This Chapter specifies who authorizes the movement of resources in response to missions at Coast Guard boat force units, including deployment of both personnel and boats (including Auxiliary).

This Chapter also contains information covering the authority and responsibilities of Command Cadre, boat Coxswains, and Coast Guard personnel embarked on platforms other than Coast Guard boats.

In this Chapter

This Chapter contains the following sections:

Section	Title	See Page
A	Authorization of Resources	2-4
В	Authority and Responsibilities	2-8



Introduction

This section specifies who authorizes the movement of resources in response to missions at Coast Guard units, including deployment of both personnel and boats (including Auxiliary).

A.1. Authorized Uses of Coast Guard Boats and Personnel

Coast Guard boats may be used to support any of the employment categories detailed in Reference (a). Use of Coast Guard personnel or property, including boats and equipment, for any purpose that connotes personal or recreational use is prohibited (with the exception of MWR property).

A.2. Personnel Authorized to Operate Coast Guard Boats

Boats may not get underway unless crewed as specified in Part 2, Chapter 2, Mission Planning.

Personnel filling the minimum crew requirements must be properly qualified and certified for their position in accordance with Part 4, Training, on the boat type being operated.

Authorized Coast Guard personnel, including Coast Guard Auxiliary members, may be permitted to operate the boat while underway, if a duly certified Coxswain is onboard the boat.

A.3. Authority to Approve, Direct, Initiate, and Cease Coast Guard Boat Deployments

The following is a discussion of the authority for and considerations behind deploying Coast Guard boats.

A.3.a CO/OIC Responsibility Risk Management

The unit CO/OIC is ultimately responsible for authorizing the use of unit resources for operational missions. The CO/OIC may delegate this authority to a command representative when CO/OIC approval is not practical given the nature of a particular mission. The unit CO/OIC shall make every effort to ensure unit boats, equipment, and personnel are prepared and available to respond to urgent and planned missions within the limits of the unit's capability.

A.4. Authorized Use of Coast Guard Reservists and Auxiliary Members

Following is a discussion of how and when Coast Guard Reservists and Auxiliary members can be used.



A.4.a. Reservists

Reference (b) www.uscg.mil/hq/reserve/reshmpg.html states that the Core strategic purpose of the Coast Guard Reserve is to maintain the competencies to be mobilized to perform three prioritized functions: 1. Maritime Homeland Security, 2. Domestic and Expeditionary support to national defense, and 3. Domestic, natural or man-made disaster response and recovery. Unit CO/OICs shall assign "Contingency" certification requirements to all Reservists assigned. Reserve forces may choose to complete the remainder of the qualification requirements, but would not be required to maintain currency at that level.

A.4.b. Auxiliary Members

Coast Guard Auxiliary members may be used in support of any peacetime mission at the discretion of the CO/OIC as provided below:

- (01) Auxiliary members may perform as crewmembers or engineers onboard Coast Guard boats, if they are properly certified in accordance with this Manual Part 4, Boat Crew Training.
- (02) Guidance for employment of Auxiliary members and/or their facilities is contained in Reference (c).
- (03) Specific guidance regarding the use of Auxiliary members in support of law enforcement missions is contained in Reference (d). Auxiliarists have no LE authority. Auxiliarists are not to participate in LE boardings. However, provided they are properly trained, Auxiliarists may assist Coast Guard LE in accordance with Reference (c).
- (04) Coast Guard Auxiliary members may be used to support Coast Guard missions and activities in certain limited circumstances.

A.5. Authority to Approve, Direct, Initiate, and Cease Coast Guard Personnel Deployments Onboard other than Coast Guard Boats The unit CO/OIC may approve the participation of unit personnel on platforms belonging to other agencies. Although this authority is primarily used in support of law enforcement missions, it may be evoked in support of any appropriate Coast Guard mission. Guidance for Coast Guard personnel performing onboard other agency platforms in support of law enforcement missions is found in Reference (d).

Guidance for use of Coast Guard personnel in support of port safety and security missions is contained in the Reference (e).



A.6. Boat
Operations In
Support of
Department of
Defense (DOD),
Allied and
Foreign Partners

Commanding Officers have the authority to assign certified and current Coxswains and/or boat crewmembers to operate or crew assigned to DOD, allied or foreign military and government vessels. The cognizant USCG Commanding Officer shall ensure these Coxswains and/or boat crewmembers possess the skills, knowledge and professional competency necessary to proficiently operate one or more USCG standard boats and are prepared to employ host unit's boats, having been provided host unit's platform familiarization and instruction. This should be facilitated through assignment of proficient personnel currently certified on boats of similar types (e.g. USCG CB-OTH to US Navy UK RIB).

It is incumbent upon Commanding Officers and deploying personnel to coordinate in advance with ADCON, OPCON, TACON, and host vessel to ensure assigned Coxswain and/or boat crewmember certification are not so dissimilar as to prohibit safe operations. Personnel shall comply with use and maintenance of all required PPE, in accordance with Reference (f). Commanding Officers and deploying personnel should check the Coast Guard Standard After Action Information And Lessons System (CGSAILS) database Learned Lessons Learned (http://llintra.comdt.uscg.mil/CPS/iCGSails/default.htm) for previous Coast Guard experience with a particular vessel or class.

A successful familiarization check ride with the host unit's designated certifying official is required prior to conducting operational missions. A letter of record from the host unit Commanding Officer or designee will be generated and referenced in message traffic provided back to ADCON/OPCON/TACON prior to conducting joint operations.



A.7. Boat Check Off / Familiarization

Upon arrival to the temporary duty, Coxswain and/or boat crew members must thoroughly familiarize themselves with the host unit's boat. At a minimum, this will require the completion of a boat check off/familiarization of the following items:

- (01) Boat Operational Parameters
- (02) Boat Inspection
- (03) Boat Operation System
- (04) Boat Propulsion System
- (05) Boat Navigation/Communications Equipment
- (06) Boat Launch and Recovery Procedures
- (07) Boat/Host Emergency Procedures
- (08) Boat/Host ORM/Risk Mitigation/Contingency Planning
- (09) Successfully Complete Operational Check-ride
- (10) Letter of Record

Coxswain and boat crew members are also required to complete a boat check off inspection prior to conducting underway operations per APPENDIX B.

Coxswains and/or boat crew members may apply underway boat hours and completed proficiency tasks towards currency maintenance requirements for their USCG qualifications, provided hours are logged into AOPS/TMT prior to expiration of currency cycle.

Upon completion of temporary duty on a particular vessel or class of vessel the Coxswain or senior boat crew member is required to submit lessons learned to CGSAILS in accordance with Reference (g). Specific lessons that should be captured include operating tips for the next team, specific limitations, and class/vessel related warnings. Additionally, Mishap Reporting should be adhered to under the requirements of Reference (h).



	Section B. Authority and Responsibilities	
Introduction	This section contains information covering the authority and responsibilities of Boat Forces Command Cadre and Coxswains, and Coast Guard personnel embarked on platforms other than Coast Guard boats.	
B.1. CO/OIC Authority and Responsibilities	The authority and responsibilities of the CO/OIC are contained in Reference (i).	
	Commandant (CG-731) may authorize specific staff of training centers (and other unique facilities) to serve the functional role of Unit Commander and Operational Commander for purposes outlined in BOAT manuals.	
B.2. XO/XPO Authority and Responsibilities	The authority and responsibilities of the XO/XPO are contained in Reference (i).	
	A Station XO/XPO shall maintain Boarding Officer certification. No waiver is permitted for this requirement.	
B.3. EO/EPO Authority and Responsibilities	The authority and responsibilities of the EO/EPO are contained in References (i) and (j).	
B.4. First Lieutenant (1LT) Onboard Cutters	The authority and responsibilities of the First Lieutenant are contained in Reference (i).	
B.5. Officer-of- the-Day (OOD) Ashore	Not every unit requires an OOD or has specific billets to support the position. The CO/OIC shall determine if the operational tempo of a unit necessitates an OOD. In the event the unit has an OOD, that individual is the direct representative of the CO/OIC.	
B.6. Coxswain	Coxswains are assigned by proper authority to take charge of the boat and to be responsible for a specific mission. The Coxswain holds the highest certification for the boat, giving the Coxswain ultimate authority regardless of rank.	



B.6.a. Coxswain Authority

The Coxswain has the authority to direct all boat and crew activities during the mission and modify planned missions to provide for the safety of the boat and the crew. All crewmembers must be aware of the Coxswain's identity and authority. Successful completion of the assigned mission or the safety of the crew and boat may be jeopardized by a crewmember that does not know who is in command or fails to recognize the Coxswain's authority and act accordingly. The Coxswain's authority is independent of rank and/or seniority in relation to any other person onboard the boat.

Coxswains may only be relieved of their duties by the unit CO/OIC or XO/XPO. For a specific mission, the senior officer present as specified in Reference (i), Section 5-1-8c, may relieve a Coxswain.

For example: At the scene of a distress situation, a Coxswain may be directed to take action or be relieved of responsibilities by the senior officer present. The senior officer must make his or her authority known and the Coxswain should immediately take actions as directed and notify the chain of command when the situation permits.

B.6.b. Coxswain Responsibilities

The Coxswain is responsible for the safe, orderly, efficient, and effective performance of the boat, crew and passengers during the entire mission. This responsibility exists from the time the Coxswain first steps onboard the boat with intent to get underway, until leaving it following completion of the mission. The Coxswain shall ensure all personnel onboard the boat fully understand their responsibilities and obligations, as a crew and individually, while the boat is underway. Authority and responsibilities of the Coxswain are contained in Reference (i).

Among the roles / responsibilities that the Coxswain shall assign to his crew prior to getting underway is lookout. While every crewmember on the boat is considered a lookout, with the responsibility to observe the environment and to report notable circumstances to the Coxswain. The coxxswain shall designate a primary lookout.





CHAPTER 2 Mission Planning

Introduction

This chapter provides guidance for conducting mission planning at multimission units. It is intended to supplement other applicable directives.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Underway Mission Planning	2-12
В	Crew Rest and Utilization	2-21
С	Crew Selection	2-31
D	Minimum Crew Policies	2-33
E	General Operational Guidance	2-35
F	Natural Disaster and Civil Preparedness	2-39
G	Environmental Health and Safety Programs	2-44



Section A. Underway Mission Planning

Introduction

Mission factors include: weather, boat and crew capabilities, duration, mission goal and others. Some, such as the crew composition, may be modified to suit the mission. Others, such as the weather or platform parameters, are fixed. Because of the often complex interaction among all factors, mission planning is essential for ensuring crew and platform safety and mission performance.

Most mission planning will occur at the unit level. Participation by the command, OOD, Coxswains, and other participating personnel (e.g. boarding team, and other agency personnel) are essential for success.

Team Coordination

A.1. Concepts and Principles

Successful mission planning begins with a solid understanding of the principals and concepts associated with Team Coordination Training (TCT) and Operational Risk Management (ORM) programs. The principles of leadership, mission analysis, adaptability/flexibility, situational awareness, decision-making, communication, and assertiveness must be fully understood and employed by every individual involved in mission planning and execution. TCT emphasizes the role that teamwork, risk assessment, and decision making play in successful operations. TCT acknowledges that technical knowledge and skills alone will not prevent mishaps.

A full explanation of TCT and application of the concepts can be found in References (k) and (l). Unit personnel must be current in TCT in accordance with all applicable directives and publications. See Table 4-7 Minimum Currency Requirements for details.

Risk Assessment

A.2. Risk Management

The Coast Guard must constantly evaluate the danger to boats and personnel against the expected success and possible outcome of the specific mission. A variety of factors shape the manner in which boat operations are conducted. Unit personnel shall integrate the concepts and principals of ORM into their daily processes and activities, as appropriate, to ensure the successful execution of Coast Guard missions and the safety of all personnel.



A.3. Evaluation Tools and Reassessment

The unit CO/OIC and boat Coxswains shall use ORM tools to evaluate mission risk. Coxswains operate their boat to minimize the inherent risk involved in missions. An integral part of such risk minimization is contingency planning in the event onboard systems fail or evolutions do not proceed as planned.

The Operational Commander, CO/OIC, and boat Coxswains are faced with making mission decisions, and must carefully weigh the urgency of each mission and assess the benefits to be gained versus the risks involved. While all possible contingencies cannot be addressed, the following paragraphs establish policy guidelines to be used in making risk versus gain analysis for various boat missions.

Crew engaged in mission activities and/or training must continually monitor the situation for changes in risk factors and re-assess risk when the situation changes. For example but not limited to:

- (01) Team supervision.
- (02) Deviations from established plan, including impact on crew selection.
- (03) Fatigue.
- (04) Changes in weather, sea state, nightfall etc.
- (05) Changes in event complexity, including creeping change.

In accordance with Team Coordination Training it only takes one voice from anyone on the crew to re-focus the whole crew's attention to a given risk factor. Open communications shall be continuously emphasized.

A.4. Acceptable Risk

Damage to or sacrifice of the boat is acceptable risk in the defense of the United States, its citizens, and/or installations. It is understood that tactics such as shouldering (as described in Part 2, Chapter 1, Section B, of Reference (rr) may result in damage to the boat.



A.5. Search and Rescue (SAR) and Law **Enforcement** (LE)

For SAR missions, potential risks to the boat and crew shall be weighed against risks to the personnel and/or property in distress if the mission is not undertaken. Probable loss of the boat crew is not an acceptable risk. Additionally, the individuals making the decision shall consider the effects of exposing people in distress to the additional risks associated with rescue operations, especially if the physical condition of those persons in distress is already impaired.

In the case of LE, potential risks to the boat shall be weighed with the risk of bodily harm to LE personnel, hostages, and innocent parties. Safety of life at sea takes precedence over LE responses. Significant unsafe conditions must be alleviated before moving to a LE phase. This may involve documenting a violation on scene for later LE action.

A.5.a. Saving Lives

The probability of saving human life warrants a maximum effort. When no suitable alternative exists and the mission has a reasonable chance of success, the risk of damage to or abuse of the boat is acceptable, even though such damage or abuse may render the boat unrecoverable.

The possibility of saving human life or the probability of preventing or relieving intense pain or suffering warrants the risk of damage to or abuse of the boat if recovering the boat can reasonably be expected.

A.5.b. Saving **Property**

The probability of saving property of the United States or its citizens warrants the risk of damage to the boat if the value of the property to be saved is unquestionably greater than the cost of boat damage and the boat is fully expected to be recoverable.

A.5.c. Federal Law Violations

The possibility of recovering evidence and interdicting or apprehending alleged violators of Federal law does not warrant probable damage to or abuse of the boat.

Other Missions

A.6. Logistics and Logistics and other missions having little or no urgency shall not be prosecuted if they expose the boat to hazards greater than those encountered during the course of routine missions.



Boat Considerations

A.7. Boat Selection

Deciding which boat to use is one of the most critical decisions made in mission planning. An inappropriate choice may result in an inability to complete the mission or severely diminish the team's effectiveness. The following factors should be considered in boat selection decisions:

- (01) Expected distance to travel.
- (02) Expected duration of the mission.
- (03) Expected distance offshore (radar, GPS, and/or HF communications may be required for certain offshore missions).
- (04) Number of potential passengers/survivors and their condition.
- (05) Equipment status.
- (06) Day/night (radar desirable for night and search operations).
- (07) Search and Rescue Unit (SRU) speed.
- (08) Boat Crew Communications capability.

A.8. Mission Planning

A full understanding of the goals of the mission and its likely duration are essential to determine the appropriate boat-mission match. Prior to getting underway, consideration must be given to the following:

- (01) Boat limitations.
- (02) Boat readiness.
- (03) Boat capabilities.
- (04) Boat endurance.
- (05) Crew experience.
- (06) Weather limitations.
- (07) Towing capabilities.
- (08) Habitability for both crew and passengers.
- (09) Ability for helicopters to safely hoist personnel and/or equipment.
- (10) Damage control capabilities.

Boat capabilities and limitations are found in each Specific Boat Type Operator's Handbook.



A.8.a Mission Execution Limitations Mission execution may be limited to a specific boat's operating parameters or the actual readiness condition of that boat. See specific boat type operator's handbooks, for operating parameters.

A.8.b Boat Readiness

A boat with restrictive discrepancies may only be operated if a written waiver has been issued in accordance with table 2-1, identifying the specific discrepancy, the conditions under which the boat may be operated, and the measures to be taken to lessen or negate hazards posed by the discrepancy. Part 5, Readiness and Standardization, discusses procedures regarding mission-specific parameters in detail. The Operational Commander (or designated authority) may waive published operational parameters on a case-by-case basis in order to proceed on a specific mission.

If	Then waiver authority is
Heavy Weather	Operational Commander
Fatigue	Operational Commander
Offshore Operations	Operational Commander (see note 1)
Restrictive Discrepancies	Operational Commander or delegated authority (see note 2)

Note 1- For the purposes of this section, the Deployable Operations Group command and Commanding Officers of Area cutters will fulfill the role of Operational Commander.

Note 2- The delegated authority must be named in writing vice using position or title. A written waiver may be a letter, memorandum, e-mail, Cutter log entry, or record message traffic. The written waiver shall: (1) identify the specific discrepancy which is waived, (2) describe the conditions under which the boat may be operated, and (3) stipulate concurrence on the measures to be taken to lessen or negate the hazard posed by the discrepancy. Written waivers shall be maintained as an annotation to Part 3 of the boat record.

Table 2-1
Designated Waiver Authority



NOTE &

Only the Small Boat Product Line (SBPL) may issue class-wide Engineering Waivers.

Auxiliary Platform Considerations

A.9. Auxiliary
Facilities Used to
Support Coast
Guard Law
Enforcement

Coast Guard Auxiliary facilities may be used to support Coast Guard law enforcement missions and activities in certain limited circumstances. As a general rule, Auxiliary facilities may be used in such roles when there is a low chance of detecting criminal activities. Specific guidance is contained in Reference (c) and (d)

Operational Commanders are required to establish facility operating limitation standards as necessary in coordination with the Director of the Auxiliary. Auxiliary facilities are prohibited from operating in surf.

Personnel Considerations

A.10. Alcohol Consumption

The boat crew, duty section, and any other persons who might reasonably be expected to be recalled to support unit operations are restricted from underway operations for 12 hours after last alcohol use and must have no residual effects. This includes the use of "low" and "no" alcohol beverages. Residual effects include light-headedness, headache, sleepiness, fatigue, nausea, and lack of alertness.



A.11. Drug and Medication Considerations

Guidance on drug and medication considerations for personnel assigned to boat duties, as described in this Manual, are quite vague. This ambiguity protects the member's right to privacy. Responsibility for advising the Coxswain/Command of prescribed medications, or any medications having possible adverse side effects, lies solely on the members who are taking the drugs/medications. First, members must tell their medical providers that they are assigned to boat duties. This ensures that the medical providers will make the best prescription based on the member's needs and their operational status. It will also play a significant role in a correct assessment of their duty status recommendations. Secondly, the member must discuss all potential side effects of medications prescribed with their medical providers.

Members who return to their units with specific duty status as determined by their medical providers must understand that the final decision on their duty status lies with the Unit CO/OIC. While the specific medication or diagnosis may not be relevant to operational risk management, the lists of potential side effects are. Even though it is rare that an individual will experience all the listed side effects, it is the potential that feeds the Operational Risk Assessment once that member is back on the boats. This is true of both prescription and over-the-counter medications. Unit CO/OICs may impose unit Standing Orders concerning medical considerations as long as they do not violate their member's Privacy Act rights.

Chapter 12 of Reference (m), specifies medication categories for flight crews as well as over-the-counter and prescription medications for each of the categories. These lists have been developed by, and are supported by, the Federal Aviation Administration, which does not cover surface operations.

While units should not adopt these lists as unit policy, the lists may be used as guidelines to determine final duty status.

When the CO/OIC revokes a member's certification based on a medical condition causing repetitive lapses of certification, prolonged loss of currency, or loss of confidence in the individual's judgment, a medical recommendation for duty status should be pursued. If the command believes that the medical recommendation was made in error, they may direct a second opinion, or even a Command Directed Mental Health Evaluation. See Reference (n) Chapter 5-C.3. It is recommended that the second opinion be directed to a military Medical Officer if the first one was issued by a civilian professional. Written responses should be requested. Typically, a clear, specific and direct dialogue between the command the Medical Officer has been enough to resolve any



differences of opinion about duty status.

If any uncertainty still exists, the Command should initiate a Medical Examination Board (MEB). The clinic or other Operational Commander Medical Representative should agree to do the MEB even if they disagree that it is justified. Once a MEB is initiated, the unit can contact the detailer to request a replacement. Operational Commanders should support the unit CO/OIC by maintaining any necessary communications with the Area Maintenance and Logistics Command.

Personnel engaged in boat operations shall not take any medication unless prescribed and/or approved by a medical doctor or with due consideration given to its effect on their operational performance. Members taking prescribed or over-the-counter medications shall inform the unit command and/or Coxswain.

A.12. Auxiliary Personnel

Coast Guard Auxiliary personnel may serve in every boat crew and unit duty section position, except those requiring general law enforcement powers. Auxiliary members are prohibited from being Coxswains on Coast Guard owned boats unless the boat is designated as an Auxiliary facility.

Other Agencies

A.13. Other Resources

Consideration must be given to other available resources that may be better suited to a particular mission or may complement unit resources to increase the potential for success. Other resources may include not only other Coast Guard resources, but also those of other agencies.

The CO/OIC may authorize unit personnel to augment other agencies on other than unit platforms in support of joint missions. The cognizant agency is responsible for articulating the skills necessary for augmentation. Units should establish agreements with local agencies regarding agency participation in unit operations. Agreements should cover such issues as notification, resource availability, skill availability and level, processes for requesting agency resources, etc.

A.13.a. Auxiliary Facilities

Coast Guard Auxiliary facilities may be used in prosecution or support of unit missions within the limitations contained in Reference (c).



A.13.b. Civilian Vessels

Civilian vessels (other than Auxiliary facilities) may assist in Coast Guard search and rescue missions as Good Samaritans as deemed appropriate by the Operational Commander or the Coast Guard unit on scene after a reasonable assessment of the civilian vessel's capabilities and limitations. Normally, civilian vessels will not be accepted to participate in other Coast Guard missions. Approval for such participation will come from the District Commander.

Emergencies

A.14. Emergency Planning

All personnel involved in mission planning and execution should be aware of potential emergencies that may arise and the possible actions that can be taken. Reference (o) and each platform's specific boat type operator's handbook contains information regarding engineering casualties that could inhibit mission performance and the corrective action that can be taken.

Beyond these scenarios, all personnel involved should be alert for changes in environmental conditions, communications capabilities, personnel capabilities, and the actions that may become necessary. ORM concepts should be utilized.



Section B. Crew Rest and Utilization

Introduction

Evidence exists to associate a high percentage of mishaps with prolonged operations and crew fatigue. Since fatigue adversely affects operational capability and safety, it is necessary to establish reasonable boat crew utilization criteria. In doing so, mandatory boat crew mission hour limits have been established.

B.1. Fatigued Personnel

Fatigued personnel may not realize when their physical or mental state is compromised. A fatigued boat crew is physically and mentally unprepared for the rigors of a mission or to safely manage an underway emergency. They exhibit decreased coordination, a narrowed attention span, and a lower standard of performance. This leads to judgment errors in boat handling, seamanship, and mission related decisions. In addition, they show a decreased concern for safety and a willingness to "cut corners."

B.2. Crew Endurance Management (CEM)

Crew Endurance Management (CEM) can be used to control fatigue - related decrements in safety and performance. CEM is based on operational experience, analysis of boat crew missions, and a wealth of information derived from a variety of studies on the effects of shift work on human performance. The most immediate benefits derived are the reduction of fatigue related mishaps and improved boat crew performance. Although crew endurance is determined by numerous factors including sleep, stress, workload, family, environmental factors, etc., there are five (5) primary factors that can be used to predict fatigue-related crew endurance decrements in operations:

- (01) Time-of-day.
- (02) Sleep duration and quality.
- (03) Stability of sleep/wake schedule.
- (04) Continuous vs. split sleep.
- (05) Period of sustained wakefulness.



B.2.a. Time-of-Day

Human physiology is programmed to release energy resources during day hours, and replenish these same resources during night/early morning hours. During night operations crews are exposed to increased operational risk and experience reduced energy levels. When possible, night operations should be avoided, and only well rested crews should be authorized to perform these missions.

B.2.b. Sleep Duration and Quality

The average person requires approximately 8 hours of uninterrupted sleep per 24-hour period. Less than 6 hours of sleep per 24-hour period will result in the accumulation of daily sleep debt and produce degradation of alertness, decision-making ability, and mental functions requiring logical ability. Persistent sleep debt throughout a week will result in increased daytime sleepiness and degradation of performance in cognitive and psychomotor tasks. Sleep in noisy, hot, or uncomfortable conditions will be less restorative. Under these conditions, sleep periods of 8+ hours may only restore energy to the 6-hour, or less, level. Restoring energy resources is dependent on sufficient duration and quality of sleep.

B.2.c. Stability of Sleep/Wake Schedule

Inconsistent sleep/wake patterns (e.g. waking up early on duty days while sleeping in on non-duty days) will disrupt the biological clock and result in reduced alertness, severe sleepiness, insomnia, degradation of mental alertness, and performance degradation in mental and motor tasks. Emphasis on consistent work schedules will minimize disruptions to sleep schedules and improve crew endurance.

B.2.d. Continuous vs. Split Sleep

Sleep is most restorative when taken in one continuous period. Crews that experience split sleep on a regular basis experience sleep debt and reduced endurance. Certain operational requirements (e.g. bar patrols and escorts at night) produce split sleep, and crew endurance is severely compromised with each successive patrol.

B.2.e. Period of Sustained Wakefulness

Crew endurance can be degraded even in operational scenarios when work occurs during daylight hours. During routine duty, periods of work exceeding 12 hours will inevitably result in fatigue and performance degradation. Good quality naps or sleep is the only proven (non-pharmacological) method to maintain endurance within safe levels. If periods of sustained work beyond 12 hours are anticipated, napping should be encouraged and scheduled to maintain appropriate levels of readiness.



B.3. Review Practices

Commanders are encouraged to review their operational requirements and personnel scheduling practices using the crew endurance factors to identify crew endurance deficiencies. A working group format, with representatives from each department or work area, is an ideal way to periodically review practices and brainstorm solutions.

B.4. Maximum Underway Hours

Part 2, Chapter 2, Section B, Crew Rest and Utilization, Paragraph B.15, defines maximum underway hours. These totals may be an accumulation of several missions (SAR, ELT, MS, etc.) over a 24-hour period. However, there are occasions, especially during periods of severe weather, where operations will require a long amount of time to complete. In such cases, the prolonged hours and heavy weather will have an accelerating effect on the onset of fatigue as will the amount of time a crewmember has been on duty or working prior to the mission.

In evaluating boat crew utilization, Operational Commanders should consider the cumulative effects of fatigue-inducing factors (heavy weather, temperature, boat motion, trailering, etc.), and human factors (motion sickness, survival clothing, changes in sleep and work cycles, work-duty time, etc.)

B.5. Urgent Operations

These standards are not intended to unduly restrict Operational Commanders when urgent operations are necessary; they are designed to modify how we pursue missions to increase safety and improve the overall quality of the services provided. No standards can cover every situation that may arise. Common sense and sound judgment must be applied. The Operational Commander must determine the best course to follow in accomplishing certain urgent missions. It is not intended, except for emergencies, that additional crews be recalled when fatigue limits are reached. Other means of assistance such as adjacent Coast Guard units, Coast Guard Auxiliary, Federal, State, local government or commercial resources should be considered in responding to non-urgent cases.

B.6. Billet Requests

Units which cannot comply with operational and training requirements and the intent of the boat crew utilization guidelines without an increase in the unit's personnel allowance, shall bring this information to the attention of Commandant (CG-731) through the chain of command. This information provides operational justification for billet requests. Requests for additional billets which would permit compliance must be specific and fully justified.



B.7. Boat Crew Scheduling Standards

The boat crew scheduling standards in this Manual *Part 2, Chapter 2, Section B, Mission Planning, Paragraph B.15*, provides Operational Commanders maximum underway limits for boat crew personnel in order to maintain mental and physical readiness. Individual benefits derived depend at least in part upon the proper use of off-duty time to ensure good mental and physical condition. It is the responsibility of each crewmember to engage only in those off-duty activities that will ensure reporting to duty fully rested.

B.8. Crew Rest and Utilization Policies

Various policies regarding crew rest and utilization are discussed in the following paragraphs:

B.8.a. Hours of Crew Rest

Alert crews should have a minimum of 8 continuous hours of crew rest before assuming alert duty, and 8 continuous hours of crew rest in every 24-hour duty period. Civilian employment during off-duty hours that interferes with or is not compatible with these crew rest requirements is prohibited.

B.8.b. Sufficient Rest-Recovery Time

Crews that fail to achieve sufficient rest recovery time (i.e., at least a 6 hour sleep period) or who exceed the underway limits in this Manual *Part 2, Chapter 2, Section B, Crew Rest and Utilization, Paragraph B.15*, should not engage in underway operations until they have had sufficient rest-recovery time. See Table 2-1 for waiver authority. When fatigue waivers are granted and fatigued crews undertake missions, the name of the person granting the waiver and the time it was granted shall be noted in the unit's log. SITREPs and other reports shall note that the crew is operating with a waiver. See this Manual *Part 2, Chapter 2, Section B, Crew Rest and Utilization, Paragraph B.13.e.*

B.9. Alert Duty Crews

Alert duty periods of 24 hours (i.e., 1-in-3 or better) are strongly encouraged. Operational tempo on duty days often require crews to work long hours throughout the 24-hour day severely disrupting the crew endurance factors discussed above. Under those conditions, continuing the duty day beyond 24 hours represents high operational risk.



B.10. Duty Section Watch Relief

Afternoon duty section watch relief (i.e., between 1530 and 1800) provides the greatest benefits with respect to maintenance of sleep/wake schedule stability and reduction of fatigue as a result of sustained wakefulness. For most Stations, afternoon relief should be the preferred time for duty section relief. Station work prior to duty day will deplete energy resource that may be essential to respond to missions during the duty night. If afternoon relief is not feasible, efforts should be made to protect duty crews during the workday (e.g. use non-duty personnel to respond to calls) thus protecting the energy resources of the duty crew for possible night operational needs.

B.11. Station Work for Duty Crews (Assuming Afternoon Relief)

Station work and training should be limited to the period immediately following duty section relief until sometime between 2000 and 2200. If the duty crew's sleep is not disrupted for operations, they can be expected to perform normal duty/Station work between 0600 and their afternoon relief.

If the duty crew is expected to be in a duty status for more than 24 hours, the duty crew's work should be limited to operations and light work or training. Station work other than light work or training and operations should be limited to the period between 0600 and duty section relief on the final duty day.

B.12. Station Work for Duty Crews (Assuming Morning Relief)

Duty crews should be restricted to light operations, training, or Station work except as required for direct operations support for the entire duty period.

B.13. Underway Limits

Underway limits are established to ensure that boat crewmembers are not operating the craft in a fatigued status that might impair their judgment or subdue their motor skills during normal or emergency mission requirements.

For computation, underway time begins when the member reports to the designated place to prepare for a specific boat mission and ends when the mission is complete. Crew underway time includes time spent accomplishing pre-mission and post-mission boat checks.



B.13.a. Maximum Underway Hours

Part 2, Chapter 2, Section B, Crew Rest and Utilization, paragraph B.15, provides the maximum underway hours a crew may accumulate within any 24-hour period without being required to enter a rest-recovery status. Missions shall not be scheduled to exceed these limits. Crews that exceed the limits while underway may complete their mission before being required to enter a rest-recovery status.

B.13.b. Total Mission Hours

These totals may be the result of a single mission or an accumulation of several missions (SAR, ELT, MEP, OPTRA, etc.) during the 24-hour period, including trailering hours.

B.13.c. Fatigue-Inducing Factors

Operational Commanders should consider the cumulative effects of fatigue-inducing factors (heavy weather, temperature, boat mission, Station work, etc.) and human factors (motion sickness, survival clothing, changes in sleep and work cycles, work-duty time, etc.) when evaluating mission risk and the ability of crews to perform effectively and safely.

B.13.d. Boat Crew Availability

These fatigue standards are not intended to preclude the use of boats. The CO/OIC should not be reluctant to get boats underway on normal operations and training for fear of compromising the boat crew's availability.

B.13.e. Crew Fatigue Message

When a Station's alert posture is compromised due to crew fatigue, a Crew Fatigue Message shall be sent. Sample messages provided in this Manual Part 2, Chapter 2, Section B, Crew Rest and Utilization, paragraph B.16, of this section. When the fatigue situation has cleared due to a relief crew reporting aboard or the duty crew having sufficient crew rest, a message referencing the fatigue message stating that operations are normal shall be sent. Whenever a Sector Commander waives the established boat crew utilization limits, the appropriate District Command Center shall be advised of the situation and the actions taken.



B.14. Assessing and Managing Individual Readiness

Individual readiness is a personal responsibility. This is especially true with obtaining sufficient sleep and avoiding fatigue as individuals are the best judges of the extent and quality of their own sleep periods. This paragraph provides guidelines designed to assist individuals and Unit Commanders in assessing and managing individual readiness and opportunities for sleep periods. Unit Commanders should provide crews the opportunity to obtain the sleep periods discussed below. Subsequent to these opportunities, individuals must advise their commands if they believe their personal readiness to be compromised.

B.14.a. Higher Risk Missions

Any mission occurring between 2300 and 0500 should be considered "Higher Risk" because it interrupts crew's normal physiological cycles. At the conclusion of such missions, the sleep period required to ensure the crew is sufficiently rested for a subsequent mission will depend upon the length of the sleep period achieved (if any) before the mission.

B.14.b. Additional Sleep Needed

The following information should be used for scheduling considerations and in risk analysis (see Table 2-2). For missions that begin or end between 2300 and 0500, if the boat crew has had:

- (01) Less than a six-hour sleep period they need at least a six-hour sleep period to control fatigue on subsequent missions.
- (02) More than a six-hour sleep period but less than a seven-hour sleep period they need at least a two-hour sleep period to control fatigue on subsequent missions.

If Initial Sleep Period	Additional Sleep Period Needed				
0-6 hours	6+ hours				
6-7 hours	2+ hours				

Table 2-2 Sleep Debt



B.15. Maximum Underway Limits

Unit Commanders shall comply with the policies set forth in this chapter. These requirements shall be taken into consideration when developing standard staffing for boat operations (see Table 2-3).

Boat Size	Maximum \	Rest		
	Seas < 4 FT	Seas > 4 FT	HWX	Required
40 FT and above	10	8	6	8
30-39 FT	8	6	N/A	8
Less Than 30 FT	8	6	N/A	8
Trailering	350 mil	8		

Table 2-3 Underway Limits

Notes:

- 1. Maximum hours within a 24-hour period.
- 2. Trailering hours shall be counted towards underway limitations for designated boat crews.

B.15.a. Sheltered Anchorage

Time spent at a sheltered anchorage can extend the maximum underway hours for crew on watch by 50%. Time at a sheltered anchorage may be counted as "crew on watch."

B.15.b. Crew Hours for Multiple Platforms Although the maximum underway hours varies from boat to boat, crews who perform missions on multiple boat types should not exceed 6-10 hours underway in a 24-hr period. Ultimately, the CO/OIC must make an informed decision based on boat types, environmental conditions, and crew fitness / ability.



B.16. Example Message Formats

Example message formats related to crew fatigue and distress are as follows.

B.16.a. Fatigue Situation

Units unable to respond to any mission other than urgent SAR should send the following message:

(R DTG Z) FM UNIT

TO SECTOR COMMANDER

INFO CCGDXXX

ADJACENT UNITS (see note)

BT

UNCLAS//N16130//

SUBJ: SAR RESPONSE

A. UNABLE TO RESPOND ANY MISSION OTHER THAN URGENT SAR DUE TO BOAT CREW FATIGUE. ANTICIPATE OPS NORMAL (LOCAL TIME).

BT

B.16.b. Cancel Fatigue Situation

When the boat crew fatigue situation no longer exists, a follow-up message to that effect should be sent.

(R DTG Z)

FM Unit

TO SECTOR COMMANDER

INFO CCGDXXX

ADJACENT UNITS (see note)

BT

UNCLAS//N16130//

SUBJ: SAR RESPONSE

A. MY

1. OPERATIONS NORMAL.

BT



B.16.c. Urgent SAR

Whenever an Operational Commander waives the established boat crew limits the District Commander should be advised of the situation and the actions taken. Such notification would best be done in conjunction with the first SITREP.

FM SECTOR COMMANDER TO CCGDXXX

BT

UNCLAS //N16130//

SUBJ: DISTRESS SITREP ONE – P/V IN TROUBLE (UCN-###)

1. SITUATION

A. (DESCRIPTION OF SITUATION)

2. ACTION TAKEN

A. BOAT CREW LIMITS WAIVED FOR URGENT SAR. MLB 47XXX UNDERWAY WITH COXSWAIN BM3 A. B. CEE; ENGINEER MK3 X. Y. ZEE; AND, CREWMEN

SN L. M. KAY AND SN E. F. GEE.

3. FUTURE PLANS.

BT

NOTE &

If an adjacent unit is in a different Sector or District, add their respective Sector or District as an info addressee.



Section C. Crew Selection

Introduction

When orders are received to get a CG boat underway for a mission, it is crucial that the boat crew selection meet CG *minimum crew* requirements.

When CG boats are deployed OCONUS and under the operational control of another agency, minimum crew requirements shall comply with those directed by that agency.

C.1. Factors

Minimum crew requirements are based on two factors:

(01) <u>Basic Minimum Crew</u>: the crew has the *basic competencies* required to get the boat safely underway, conduct basic operations, and return to port.

Basic Competencies include Boat Crew Member (BCM), Engineer (ENG), and Coxswain (COXN). A Coxswain and Boat Crew Member are always required, but some boat types do not require an engineer.

Basic Operations are unmooring, search, rescue, towing and mooring. Sea trials following maintenance are also considered a form of basic operations.

(02) <u>Mission Crew</u>: the crew has the required set of *mission-specific* competencies.

Mission Specific Competencies (listed in table 2-5) may also include competency requirements set outside of this Manual, e.g. Boarding Team Member, Boarding Officer, etc.

C.2. Limitations

CG boats have a limited number of seats for the crew. Crew seating provides *restraint*; a key design feature aimed at preventing injury, ejections, man overboard and other forms of mishap.

When a boat exceeds 30KTS, all personnel on board will be restrained either in a seat or to a MAW mount.

NOTE &

30KT restraint requirement does not apply to Surf or HWX on the 45' RB-M only.



C.3. Challenge

The challenge for boat operators is to *resolve* (meaning to "find a solution") the correct mix of (1) the basic minimum crew and (2) mission specific competencies that are available at the station (or cutter) without (3) exceeding the number of crew seats (or MAW tether) available in the boat.

Boat crew competencies and certification status are typically maintained in unit roster.



Section D. Minimum Crew Policies

D.1. General Requirements

Personnel conducting boat operations must be certified to the competency level required for specific missions/activities and per boat type.

A Coxswain, certified in the type of boat being operated, is required whenever a boat is underway.

Requirements in this section supersede all other publications.

D.2. Basic Crewing Requirements

Unit Commanders shall comply with the basic minimum boat crew requirements for the type of boat being dispatched (table 2-4) and ensure mission competencies (table 2-5) are represented in the boat crew selection. Mission Specific examples for most standard boat types and class-specific crewing exemptions are provided in table 2-5.

Propulsion	Encl	osed Ca	bin	Open Boat			
	COXN	ENG	BCM	COXN	ENG	BCM	
Inboard	1	1	1	1	1	0	
Outboard	1	0	2	1	0	1	

WPB 87' (CB-M) may elect COXN and BCM in lieu of COXN and ENG to satisfy the minimum crew requirement.

Table 2-4 General Minimum Crew Requirements

NOTE &

See Part 3, Chapter 7, for ICE Rescue minimum crew requirements.

D.3. Mission Requirements

Table 2-5 amplifies, and is used in conjunction with, the requirements of Table 2-4. To use the table, start with the mission on the left; the crew requirements are shown on the right.

Specific missions may require a boarding team to be onboard. Personnel may serve in dual roles (e.g. BTM as BO), provided the Basic Minimum Crew (table 2-4), Mission Competency Requirements (table 2-5), are met and the boat specific crew seating limitations are not exceeded.



Ensure the following Mission Competencies are represented in the boat crew selection:													
Mission	BCM	COXN	ABCM	ACOXN	HWX	SURFMAN	TBCM	TCOXN	PBCM	PCOXN	ВО	ВТМ	Additional Requirements
Level IV Pursuit									1	1	1	1	PCOXN and PBCM shall remain onboard.
PWCS Lvl 1							2	1			1	1	(1)TBCM mans MAW; (1) TBCM conducts NCV UOF Add (1) TBCM for each additional MAW. TBCM(s) manning MAW (s) and TCOXN shall remain onboard during MLE boardings. See Note 1.
PWCS (non Lvl 1)	1	1									1	1	Add (1) BCM for each additional MAW. COXN and BCM shall remain onboard during MLE boardings.
Surf	1					1							Add (1) BCM to minimum crew requirement in Table 2-4.
Heavy Weather	1				1								Add (1) BCM to minimum crew requirement in Table 2-4.
ATON			1	1									Add (1) ABDS and/or (1) ABCO as needed. See Notes 2 and 3.
MLE	1	1									1	1	For closed cabin boats, COXN and 1 BCM shall remain onboard during MLE boardings.
ICMLEO	1	1									1	1	IAW Articles 2 & 6 of Reference (fff) & Section 6.d.2 (Crew Requirements) of Reference (ggg), all individuals, including boat engineers, on patrol in support of Integrated Cross-Border Maritime Law Enforcement Officer missions shall be graduates of the ICMLEO (Shiprider) course (502188) held at the Maritime Law Enforcement Academy, Charleston, SC.

Note 1: A boarding team is not required to be on board when a dedicated LE source (boarding capable) is immediately available. "Immediately available" shall be defined by the Operational Commander or TACON for DSF units.

Note 2: Personnel may hold multiple ATON competencies (e.g. ENG may simultaneously serve as the ABCO). Note 3. COXN may conduct ATON logistic operations, e.g. transporting personnel/material from pier to pier.

Table 2-5
Mission Competency Requirements



Section E. General Operational Guidance

Introduction

This section gives guidance on certain types of Coast Guard unit operational activities.

E.1. Medical Evaluation

Some assistance cases require transport of sick or injured individuals from vessels or remote locations either by vessel or helicopter. A competent medical authority establishes the specific need for an individual to be evacuated from a vessel.

E.1.a. Helicopter MEDEVAC

Helicopter Medical Evacuation (MEDEVAC) shall only be performed using Coast Guard helicopters unless specifically authorized by the SMC.

Every effort should be made to secure flight surgeon authorization prior to performing any MEDEVAC. However, in cases where a flight surgeon is not available, a medical doctor or SMC approval is permissible. Once authorization is granted to MEDEVAC a patient, the boat Coxswain and/or helicopter pilot determine whether or not the evolution can be conducted safely.

Reference (o) contains specific guidance regarding hoisting operations including: personnel safety, weather considerations, mechanics of preparing for and completing a hoist, and other considerations.

E.1.b. Transfer to Medical Facility

After the patient is placed onboard a Coast Guard boat and prior to the patient being transferred to a medical facility, Coast Guard personnel will provide medical care to the level of their training and capability. The unit receiving the patient is responsible for making further transport arrangements to a medical facility.

E.2. Fire Suppression

Units should work closely with their Operational Commander, the cognizant Marine Safety personnel, and other agencies to develop a comprehensive fire fighting response plan. In general, unit boats are equipped and crews are trained to provide very limited fire fighting capability.

When appropriate, unit crews may attempt to save property, but must balance the risks to the boat crew with any potential benefit. Actions taken to save property shall always be limited to indirect attacks from a safe position. Specific guidance regarding fire fighting and damage control activities is contained Reference (o).



E.3. Rescue and Assistance

When responding to a request for rescue and assistance, the unit boat crew's first responsibility is to save lives, not property.

CAUTION!

Crews must exercise extreme caution when responding to sinking or capsized vessels due to the inherent dangers associated with being onboard a sinking watercraft.

Part 2, Chapter 2, Section A, Underway Mission Planning, of this Manual details what level of risk is appropriate given the likelihood of saving lives in distress. All boat crewmembers should be familiar with those guidelines.

E.3.a. Towing

Boat crews will be called upon to tow disabled vessels. Boat Coxswains, OOD and unit CO/OIC must be thoroughly familiar with the Coast Guard's non-emergency assistance policy contained in Reference (p).

Boat Coxswains must be familiar with the towing limitations of each unit boat to ensure safety of their crew and the assisted vessel. Specific guidance regarding towing safety, equipment, and techniques is found in Reference (o). Boat type towing limitations can be found in their corresponding specific boat type operator's handbooks.

WARNING♥

The SPC-LE was built and outfitted for speed and tactical maneuverability. While capable of towing vessels up to 20 gross weight tonnage or 50 FT in length, towing with the SPC-LE induces stress on the high performance engines resulting in premature lower unit/engine failures.

The SPC-LE should not be used for routine towing.

E.4. Marine Protected Species

Marine protected species includes those species covered under both the Marine Mammal Protection Act (MMPA) and the Endangered Species Act (ESA). The Coast Guard must ensure its operations are environmentally sound and comply with the MMPA and the ESA, and other Federal, State, and local regulations.



E.4.a. Avoidance Protocols

It is important to know which marine mammal species, endangered species and threatened species exist within an Area of Responsibility (AOR); the regulations in place to protect them; and what role the Coast Guard can play in promoting species recovery. This information is available from National Marine Fisheries Service and U.S. Fish and Wildlife Service regional offices. Operational procedures should be developed that comply with and enforce MMPA and ESA regulations, such as:

- (01) Speed restrictions for non-emergency operations,
- (02) Slower transit speeds in certain waterways, at certain times of the year, or
- (03) Staying the required distance from members of a species.

Balance the urgency of a given mission with the potential damage to protected species or habitats.

E.4.b. Authority

Additional information regarding specific restrictions within the unit's AOR should be obtained by contacting the District (DRE). Should a unit resource strike, injure, or kill a protected species while underway, procedures outlined in District directives shall be followed including notification of the Operational Commander, submission of any reports, and the conducting of any investigations.

Units observing violations of the MMPA or ESA shall take appropriate action in accordance with Reference (d).

Points of contact with local marine mammal stranding networks, aquariums, and sanctuaries should be maintained to ensure appropriate response to marine mammal and endangered species incidents (stranding, carcasses, reports of harassment, etc.).



E.4.c. MMPA Prohibited Acts

Congress enacted the MMPA of 1972 (16 U.S.C. 1361 to 1421(h)) to help maintain the stability of the marine ecosystem and to maintain an optimum sustainable marine mammal population, keeping in mind the carrying capacity of the habitat.

Implementing regulations include:

- (01) 50 CFR 10 (prohibitions on taking possession, sale, etc.).
- (02) 50 CFR 18 (regulations regarding polar bears, sea otters, walruses, dugongs, and manatees).
- (03) 50 CFR 216 (regulations regarding whales, seals, and sea lions).
- (04) 50 CFR 228 (incidental takes).

The MMPA prohibits "takings" of marine mammals; that is, to harass, hunt, capture, collect, or kill, or attempt to harass, hunt, capture, collect, or kill any marine mammal.

E.4.d. ESA Prohibited Acts

The Endangered Species Act of 1973 (16 U.S.C. 1531 to 1544) was enacted to help conserve endangered and threatened species and their habitats. Implementing regulations include:

- (01) 50 CFR 223 (prohibitions on takings).
- (02) 50 CFR 224 (requirements for TEDS).
- (03) 50 CFR 226 (designation of critical habitats).

The ESA prohibits "takings" of endangered or threatened species; that is to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct. The ESA also prohibits persons subject to the jurisdiction of the United States from importing, possessing, or selling endangered or threatened species.



Section F. Natural Disaster and Civil Preparedness

Introduction

A major disaster to Coast Guard assets, facilities, and resources could easily degrade a unit's capabilities. Even if the affected local command structure survives, Coast Guard personnel may have their attention diverted from Coast Guard and community recovery operations by personal concerns (safety of their families, damage to homes, etc.).

Any Coast Guard unit can be expected to assign personnel (active duty and/or reserve) and assets to the affected area. Such action may necessitate a temporary degradation in traditional Coast Guard functions/performance within a unit's AOR.

F.1. Description

A natural disaster is an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause, including fire, flood, earthquake, storm, wind or wave action, volcanic activity, epidemic, contamination, blight or drought.

F.2. Authority

The primary responsibility for disaster response rests at the local and State levels. Federal assistance may be provided when local and State governments are unable to cope with the effects of the disaster. Authorities frequently request Coast Guard assistance in such cases as severe port and waterfront damage caused by coastal storms. Title 14 U.S.C. 88 authorizes the Coast Guard to engage in saving life and property in the broadest possible terms.

F.3. Planning and Preparation

The CO/OIC should consult local Sector and District instructions and directives. All units shall prepare for a natural disaster in accordance with their district's contingency planning procedures. Preparation measures include:

- (01) Compose, disseminate, and exercise a natural disaster preparedness and response plan that covers units under their command
- (02) Periodically review the contents of this plan.
- (03) Train personnel in disaster response.
- (04) Maintain a current list of reserve personnel who augment unit with disaster-recovery skills.



- (05) Periodically update recall lists and establish a command phone tree
- (06) Exercise the phone tree semi-annually.
- (07) Maintain emergency food, water, medical, and emergency response supplies. Commands should assume a 72-hour supply requirement.
- (08) Assist in Federal response as directed by the Coast Guard chain of command.
- (09) Utilize public volunteers as legally capable and as required for immediate response operations.
- (10) Restore normal operations as conditions allow.

NOTE &

Carpenters, electricians, plumbers, dry wall hangers and finishers, air conditioning repairmen, and security personnel should be included in the reserve personnel list.

F.4. Natural Disaster Assumptions

The following are natural disaster assumptions:

- (01) *Peacetime Conditions will exist.* Should this assumption prove false, there may be serious degradation in the Coast Guard's ability to respond.
- (02) No Mobilization of Reserve Personnel will have occurred prior to the event. A major disaster may require a reserve call-up similar to that which occurred for Hurricane Andrew when it hit Miami in 1992. In that event, 175 reserves were activated. The bulk of these were needed for skills contained within the DC, EM, and PS rates (construction, electrical, and security). Reservists in the other rates with construction experience were in great demand.
- (03) Both Operational and Individual Readiness will be critical to achieving immediate success. A catastrophic disaster will overwhelm the capability of local and state governments to carry out the extensive emergency operations that will be necessary to save lives and protect property.



F.5. Leave/Liberty Policy

Leave, liberty, or termination of orders may be granted to Coast Guard military personnel if buildings, work areas, or transportation systems to and from commands pose hazards to personnel. Each CO/OIC shall determine policy regarding duty in this event, depending on personnel requirements and the conditions that exist. Personnel shall:

- (01) Contact their command before assuming or departing on leave or liberty status.
- (02) Not place themselves in danger by transiting areas that are inaccessible and potentially dangerous.
- (03) Report to their units as required and when conditions allow.
- (04) Make every reasonable attempt, including phones, fax, and email, to contact their duty unit for possible recall and personnel accountability.
- (05) If unable to contact assigned duty units, contact the District Crisis Action Center (CAC).
- (06) If unable to contact the District CAC, report to the nearest Coast Guard command or other military command if no Coast Guard command is accessible.

F.6. Natural Disaster Effects

Simultaneous with, or subsequent to, the occurrence of a disaster, some or all of the following effects will exist:

- (01) Fire resulting from explosion, etc.
- (02) Water resulting from flood, rain, or tsunami.
- (03) Pollution resulting from spills of petroleum products and hazardous chemicals.
- (04) Interference or harassment from civil disobedience groups and law violators.



F.6.a. Post Disaster Effects

Following the occurrence of a natural disaster, some or all of the following effects will exist:

- (01) Large number of personnel trapped in buildings and debris.
- (02) Heavy personnel casualties, both injured and dead.
- (03) Need for mass evacuation of non-ambulatory casualties to hospitals.
- (04) Panic and confusion, looting and lawlessness beyond the normal scope of policing action.
- (05) Extensive damage to structures, considerable debris in disaster areas, which restrict normal operations.
- (06) Loss of electric power and lighting, communications, water supply, and sewage systems.
- (07) Substantial disruption of land transportation routes caused by damage and blockage to them.
- (08) Extensive damage to wharves, docks, aids to navigation, and ships alongside piers.

F.6.b. Continuity of Operations

The CO/OIC shall first assess damage to their unit and personnel. Should the disaster be of catastrophic magnitude, the CO/OIC shall attempt to recall all necessary personnel. It is possible that communications may be down and road accesses may be cut off.

Personnel may be injured or may be involved in rescue efforts of family members. For these reasons, it may not be possible for them to report to their units. Therefore, the only personnel who may initially be available will be those who are currently on duty.

F.7. Natural Disaster Evacuation Preparedness

In the event of an impending natural disaster or immediately after the occurrence of a natural disaster, Coast Guard members and dependents are strongly encouraged to remain in their own residence. Members residing on the economy should consult with their landlord or building manager to verify the structural safety of their dwelling. If evacuation is necessary, report to the nearest designated public shelter.



F.7.a. Civil Defense

The civil defense sections of local phone books contain maps showing evacuation routes and locations of various public shelters. Civil defense sites on the Internet also provide excellent information on evacuation routes and public shelters.

F.7.b. Emergency Provisions

Coast Guard members or dependents relocating to any shelter should bring their own emergency provisions (e.g. food, clothing, sleeping bags, etc.). Do not expect shelters to provide adequate quantities of these supplies for occupants.



Section G. Environmental Health and Safety Programs

Introduction

This section discusses the key components of an effective unit environmental health and safety program. Safety is an all-hands evolution. Proper attention to safety and environmental health are essential to protecting Coast Guard personnel and ensuring mission readiness.

The leadership and responsibility for safety starts with the CO/OIC and continues down the chain of command to each individual. The unit CO/OIC is responsible for ensuring that personnel within their command are provided a safe and healthful environment and that all facilities and operations comply with applicable Federal laws and regulations and Coast Guard directives. At each level of command, the message of safety shall be amplified and the standards for safety shall be enforced.

This Section is not all-inclusive, and the CO/OIC must refer to the referenced instructions for full guidance in establishing and managing various safety programs.



G.1. Unit Responsibilities

The unit CO/OIC shall:

- (01) Appoint a Safety Officer (typically XO/XPO in accordance with Reference (i).
- (02) Appoint a Unit Safety Coordinator (USC). The USC shall be formally trained and capable of coordinating safety activities across the scope of the command.
- (03) Ensure safety prevention and risk management measures are conducted, including:
 - a) Communicate in writing to all hands the periodic meeting of the cognizant Unit Safety Board, hazards identified and mitigating strategies.
 - b) Communicate in writing to the chain of command safety issues / mitigation strategies that are beyond the unit's capability to control (e.g. funding, training, etc.).
 - c) Document the identification and mitigation of safety hazards via periodic self safety inspections.
 - d) Obtain formal safety assessments via HSWL Service Center, Safety and Environmental Health Division.
 - e) Maintain the various safety programs required by Reference (h) (e.g. OMSEP, Respiratory Protection, Hearing protection, etc.).
 - f) Conduct safety related training.
- (04) Annually conduct unit-wide exercise of the Unit Pre-Mishap Plan. Respond to MISHAPs using Pre-Mishap Plan.
- (05) Investigate, evaluate, and report all mishaps.
 - a) Parent units shall conduct mishap investigations of subordinate units.
 - b) Clearly identify specific contributing and causal factors. (Human Factors Analysis Codes (HFACS) are an excellent tool for this purpose).
 - c) Mishaps shall be entered into EMISHAP system.
- (06) Review unit's self and formal safety assessments as part of change of command process.



G.2. Electrical Safety

Each unit shall develop a comprehensive mandatory Electrical Safety Program and employ equipment lock-out/tag-out procedure per References (j), (q), and (r).

G.3. Hearing Conservation

Unit work environments are filled with many noise hazardous operations. Units shall establish a hearing conservation program per ref (h,n,r).

G.4. Hazard Communication Standard

The Occupational Safety and Health Administration (OSHA) issued the Hazard Communication Standard, which is applicable to the Coast Guard, and requires that employers initiate and comply with a hazard communication program. The goal of the program is to provide education on hazardous substances in the workplace, ensure safety of workers who work with hazardous substances and to protect unit personnel from undue exposure per References (r) and (s).

G.5. Heat Stress

Heat stress is any combination of elevated air temperature, thermal radiation, high humidity, low airflow, and workload, which affect the regulation of body temperature. When the body's ability to adjust is exceeded, body temperature increases, resulting in symptoms of fatigue, severe headache, nausea, and decreased physical and mental performance. Generally, the Engineering Officer EO/EPO is responsible for administering the heat stress program, although all-hands must be aware of symptoms and treatment. For development and implementation refer to References (d), (h), (r), (t), (u), and (v).

G.6. Respiratory Protection

Both Coast Guard policy and Federal law require a written respiratory protection program. Respiratory protection is required whenever engineering or administrative controls of hazardous air contaminants are not feasible or are not in place. Any unit using respirators shall establish a respiratory protection program. Information and guidance for establishing a respiratory protection program can be found in References (h, (n), (r), and (w).

G.7. Pre-Mishap Plan

Units are required to maintain pre-mishap plans to ensure responses to all mishaps are adequately coordinated. Plans should enhance the unit's ability to respond by describing actions and responsible personnel.

NOTE &

Operational Commanders shall develop unit pre-mishap plans. Pre-mishap plan information for individual units can be included in a single instruction.

Further information on required and recommended content of a unit premishap plan is contained in Reference (h).



G.8. Boat Safety Program

A boat safety program is essential if Coast Guard missions are to be performed effectively and safely, protecting both the platforms and the crews. A boat safety program need not be a separate unit instruction, but may be fulfilled through routine practices involving safety stand-downs, mission pre-briefs, and identification and alleviation of as many identifiable hazards as possible.

NOTE &

The Operational Commander and CO/OIC may develop and maintain boat safety program guidance for all subordinate units.

Further guidance on safety programs is contained in Reference (h).

G.9. Confined Space Entry Program

Confined spaces are those that are:

- (01) Large enough and so configured that an employee can bodily enter and perform assigned work.
- (02) Limited or restricted means for entry or exit, such as tanks, vessels, storage bins, vaults, and pits.
- (03) Not designed for continuous employee occupancy.

Intended users are all shore units with confined space work environments. Entry into confined spaces should only occur after evaluation of the hazards and other safety concerns. Units shall prepare a unit instruction identifying confined spaces and the required safety procedures for entering those spaces. Further information on required and recommended content of a unit's confined space entry program is contained in References (j), and (x).

G.10. Jewelry

Coxswains shall ensure jewelry is removed prior to beginning all evolutions including helicopter operations, towing, any line handling, and when working around machinery. The wearing of jewelry, including rings, wristwatches, necklaces, or other items not consisting of organizational clothing, personal protective equipment, or uniform articles by boat crewmembers engaged in hoisting, towing, or other deck evolutions where the potential for snagging exists is prohibited. Personnel embarked in boats should be discouraged to wear jewelry, as it is not a safe practice. The CO/OIC and Coxswains should address this during all pre-underway briefs.



Section H. Auxiliary

Introduction

In 1939, Congress established a U.S. Coast Guard Reserve administered by the Commandant and composed of unpaid, volunteer U.S. citizens who owned motorboats or yachts. In 1941, Congress created a military Reserve and renamed the original volunteer Reserve as the Coast Guard Auxiliary.

Today the Coast Guard Auxiliary is a force composed of approximately 31,000 volunteers, who are not contractually obligated, but eagerly volunteer the use of their privately owned vessels, time and/or expertise toward the completion of Coast Guard missions.

Auxiliary activities range from providing patrols using private vessels or aircraft, manning certain watch stations, to acting as part of a cutter or boat crew during certain missions. Indeed, the Coast Guard Auxiliary is a robust force multiplier when mission tasking is appropriate for the auxiliary platform capability, and mission & training support are provided.

This section addresses only surface operations.

H.1. Platform Operations

Per Reference (y), Auxiliary facilities are platforms (usually privately owned) from which the Auxiliary directly conducts authorized CG missions using either an all Auxiliary crew or an Auxiliary crew augmented with CG personnel.

Example: an Auxiliary facility crew may be augmented with a CG Boarding Officer to support certain Coast Guard law enforcement missions and activities in limited circumstances, i.e. when there is a low chance of detecting and/or encountering criminal activities. Specific guidance is contained in References (c) and (d).



H.1.a. Operational Limits

Operational Commanders are required to establish facility operating limitation standards, as necessary, in coordination with the Director of the Auxiliary.

Auxiliary vessels shall be considered non-standard boats when establishing operational limitations and shall never exceed the limits established for non-standard Coast Guard boats of similar size.

Order issuing authorities, including unit Commanders, shall carefully consider the operational capability of each surface vessel and its assigned crew when planning missions and issuing orders.

The operator (or owner) of an Auxiliary vessel shall abort a mission in the event they become apprehensive or aware of a situation (mission technicality, crew proficiency, weather, etc.) that could jeopardize the safety of the crew or vessel, regardless of the vessel's operational limitations.

Auxiliary facilities are prohibited from operating in surf.

H.1.b. Law Enforcement Authority

Auxiliarists have no LE authority and shall not to participate, as a boarding team member in LE activities. However, provided they are properly trained, Auxiliarists may assist Coast Guard law enforcement in accordance with References (c) and (d).

H.2. Mission Support

In addition to directly performing missions, Auxiliary members may be used in support of any authorized Coast Guard mission at the discretion of the CO/OIC, per References (d) and (y).



H.2.a. Types of Support

Mission support may be provided as follows:

- (01) Duty Section:
- a) Per Reference (d), Coast Guard Auxiliary personnel may serve in every unit duty section position, except those requiring the exercise of general law enforcement powers or direct command authority (e.g. Officer of the Day) provided they meet the same qualification and certification requirements specified for Coast Guard Active Duty and Reserve personnel. These roles may include, but are not limited to, Communications Watch Stander and Assistant/Junior Officer of the Day.
- (02) Boat Crew:
- a) Coast Guard Auxiliary personnel may serve in every boat crew position, except those requiring the exercise of general law enforcement powers or direct command authority.
- b) Auxiliary members are prohibited from being Coxswains on Coast Guard owned boats unless the boat is designated as an Auxiliary facility.

H.3. Certification Auxiliarists serving as Boat Crew Members and Coxswains on Auxiliary facilities shall certify in accordance with References (c), (d), (z), (aa), (bb), and (cc).

> When serving as a Boat Crew Member or Engineer on CG operational platforms the Auxiliarists must certify in accordance with this Manual and Reference (cc).



Section I. Reserve Workforce Management

Introduction

This section discusses the management of the reserve workforce at boat forces units. It provides guidance on CO/OIC responsibilities, expectations for Reservists, and defines the roles of several key support positions such as the Reserve Force Readiness System (RFRS), Senior Enlisted Reserve Advisor (SERA), and Reserve Section Leader (RSL) and their roles in managing Reservists.

I.1. Commanding Officer (CO)/Officer in Charge (OIC) Responsibilities

In accordance with Reference (dd) the CO/OIC shall ensure Reservists under their authority receive appropriate training and augmentation opportunities and administrative support. The CO/OIC must understand the unique role a Reservist has, where many times Reservists are trained locally and mobilized elsewhere. Additionally, the CO/OIC must understand that the Reservists assigned to their unit work in "dog years." With the limited time available to train for mobilization, the CO/OIC must align reserve-specific training and support in conjunction with sound management skills to maximize the training and resources Reservists receive during their drills. To assist the CO/OIC, the Reserve Force Readiness System (RFRS) was developed to assist in managing Reservists at their units.

I.2. Reserve Crew Organization

The CO/OIC shall establish specific crews that shall drill together for each designated reserve drill weekend. A crew concept enables better planning and training. Allowing Reservists to drill by themselves during the week should be discouraged. The number of Reservists assigned to a weekend drill section should be based in part on the available resources (boats/training capacity) available at your unit. For example, at a unit with 12 SELRES members and 1 Defender Class platform, scheduling all of the Reservists on the same weekend is not planning for success. Consider scheduling the crews on two separate weekends.

For a list of suggested drill schedules go to http://cgweb.comdt.uscg.mil/G-RCB/Reserves.htm.



I.3. Reserve Force Readiness System

The Reserve Force Readiness System (RFRS) gives the CO/OIC the Full Time Support (FTS) to carry out their reserve training and readiness responsibilities. The system is comprised of the Senior Reserve Officer at the Sector/Group, Full Time Support (FTS) billets at the Sector, and the Senior Enlisted Reserve Advisor (SERA) billet at the stations. The FTS billets assigned to Sectors and the SERA billet assigned to stations are the two most important reserve senior leadership positions for successful operations at boat forces units. The FTS billets is led by the Reserve Readiness Chief. Personnel assigned to these billets are responsible for overseeing the administrative readiness and training of the Reservists assigned to their Sector. They work in close coordination with station CO/OIC's and their SERA.

I.4. Senior Enlisted Reserve Advisor (SERA)

The SERA billet at Boat Forces Units can be filled by any E7-E9 Reservist in any rating. The SERA reports directly to the CO/OIC and is the subject matter expert on reserve issues. The SERA is the link between the command cadre and the Reservists assigned to their unit and as such the SERA must take personal responsibility to ensure all of their Reservists are mobilization-ready. As the command cadre's subject matter expert on reserve issues, the SERA should advise the CO/OIC on all Reserve matters. To be effective, the SERA shall constantly engage with the command cadre to ensure communication, support, and coordination are available to the Reservists assigned.

NOTE &

The SERA shall be available to meet with each Reservist as often as possible, and no less than semi-annually.



I.4.a. Duties of the SERA

The SERA shall:

- (01) Act as mentor and leader for Reservists assigned.
- (02) Plan and schedule all Reservists' IDT, ADT, RMP drills. This shall take into account each members Individual Development Plan (IDP) and Individual Training Plan (ITP).
- (03) Ensure all Reservists comply with participation and readiness standards as well as competency certifications.
- (04) Maintain appropriate contact with the CO/OINC to ensure effective coordination of the schedule and training of Reservists.
- (05) In conjunction with the command cadre and the Reserve Section Leader (RSL), establish reserve duty sections in which reserve boat crews are assigned for one or more weekends a month.

For a complete list of the duties of the SERA, visit http://www.uscg.mil/reserve/member-resources.asp

I.4.b. Duties of the Reserve Section Leader

The Reserve Section Leader (RSL) shall:

- (01) Ensure the reserve duty section(s) accomplishes all scheduled training or activities.
- (02) Work with the unit Training Petty Officer (TPO) to ensure reserve training is part of the unit training plan.
- (03) See that all necessary resources (day-workers, auxiliarists, and boats, trainers) are coordinated for planned drill weekends.
- (04) Establish and communicate a Plan of the Day that describes the planned activities for the weekend drill(s).

RSL's are usually BMC's. If there is no BMC availability, another CPO or higher (including the SERA) may fill this role.

Each station shall have at least one RSL.

NOTE &

RSL's shall regularly get underway with each of their crews to ensure effective training is taking place.



I.5. Expectations of Reservists

Reservists at Boat Forces units must meet their mobilization requirements. Reserve Augmentation is authorized but only to support mobilization readiness. Reservists assigned to boat forces units should expect to drill for more than 8 hours per day when drilling. This means that a drilling Reservist should expect to work from around 0800 on Saturday through 1600 on Sunday with an appropriate period of rest in between. Working only 0800 to 1600 on Saturday and 0800 to 1600 on Sunday does not allow enough time to achieve or maintain boat crew certification, especially since there is an underway night hour currency requirement to be certified as a member of a boat crew.

Since there is a limited amount of time available for training and interaction, each Reservist assigned to a boat forces unit should know and understand what is expected from them. An Administrative Remarks CG-3307, drafted by the SERA or CO/OINC, which describes the unit's expectations should be signed by each Reservist. The Administrative Remarks CG-3307 at a minimum should address the following:

- (01) Member's Acknowledgement of Billet Competency(ies)
- (02) Participation and Readiness Standards
- (03) Member's commitment to training and achieving qualification (including estimated timeline for completion)
- (04) Consequences for non-performers (discharge, repayment of bonuses as outlined in Reference (dd).
- (05) Necessary gear members must bring with them to drill (PQS, PPE, etc.)

I.6. Reserve Competency and Billet Titles

Reservists assigned to stations should be assigned at least one of the following competencies.

- (01) SERA Senior Enlisted Reserve Advisor
- (02) PERJR Reserve Section Leader
- (03) Contingency Coxswain (CNTCXNRB) BM2/1
- (04) Contingency Crew (CNTCRWRB) BM3 & Non-CPO MK/ME

NOTE &

New reserve engineering competencies are currently under development at this time. Multiple reserve MK competencies will be grade specific.

- (05) Boarding Team Member (OPSBTM) BM3/MK3/ME3
- (06) Boarding Officer (OPSBO) MEC/ME1/ME2

NOTE &

Billet Titles and Competencies for members of the Reserve are located on the Office of Boat Forces website at http://cgweb.comdt.uscg.mil/G-RCB/StationStaffing.htm



Drills Available to Maximize Available IDT Drills for Currency Maintenance

I.7. Readiness Management Periods (RMP)

Readiness Management Periods (RMP) are additional inactive duty periods authorized for Reservists in excess of their normal scheduled drills. Their primary purpose is to accomplish training preparation or unit administration and maintenance functions, such as medical and dental readiness exams. Often times these items are completed while in a normal drilling status. This takes valuable time away from maintaining boat currency requirements. Consider utilizing RMP's for the following:

- (01) General Mandated Training (online)
- (02) Periodic Health Assessment (PHA)
- (03) Dental Readiness Exam
- (04) Servicewide Examination
- (05) Unit Administration (Weigh-Ins, SGLI verification, etc.)

NOTE &

Refer to Reference (c) for a complete list of available reserve drills.

I.8. Berthing

At many units, berthing for Reservists may be an issue if not available at the unit. This can be alleviated through communication and planning. One helpful tool is to submit an Individual Training Plan (ITP) for each Reservist assigned to their unit. The ITP is a standardized form designed to capture future training requests up to three years in advance and identifies school quotas and berthing needs for planning purposes. All berthing requests should be made as early as possible through the ITP.

NOTE &

Individual Training Plans are posted at http://cgweb.pacarea.uscg.mil/PF/FC1/ttp/training/

I.9. Reserve Web Resources

A comprehensive list of manuals, messages and training resources are available on the Office of Boat Forces website:

http://cgweb.comdt.uscg.mil/G-RCB/

NOTE &

Training Resources for the RB-S are located on the Office of Boat Forces website at http://cgweb.comdt.uscg.mil/G-RCB/Reserves.htm.





CHAPTER 3 Standards of Boat Operations

Introduction

This chapter provides guidance for operating Coast Guard boats. It is intended to supplement other applicable directives.

In this chapter

This chapter contains the following sections:

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Section A. Introduction

Introduction

This section discusses the role of the Coxswain in the operation of the boat.

A.1. Operation of the Boat

The boat Coxswain shall determine who operates the boat during all phases of a mission. Generally, the Coxswain is not permitted to leave the boat during any operation. However, when a situation exists onboard the distressed vessel that only the Coxswain is capable of alleviating, and the Coxswain can ensure the safety of the unit boat, it may be permissible. The Coxswain, in consultation with the unit, should make this decision.

An example of such a situation is if the Coxswain is the only member of the crew capable of delivering the first aid/medical attention and another member of the crew is capable of maintaining control of the boat.

A.2. Underway Time Use

Although unit boats generally get underway to execute a specific mission, Coxswains should maximize the utility of underway hours by taking advantage of training opportunities.



Section B. Readiness

Introduction

This section discusses boat readiness and the handling of discrepancies.

B.1. Checklists

Checklists shall be used for daily check-offs. Specific boat type operator's handbooks for standard and non-standard boats also contain procedures for items to be aware of while underway and prior to securing the boat. District Commanders may use the outfit list and the particular needs of their resources to establish boat outfit requirements.

B.2. Discrepancies

During daily boat checks, particular attention shall be paid to those items that constitute disabling or restrictive discrepancies. In the event such a discrepancy exists, units shall immediately notify the Operational Commander as directed in this Manual *Part 5, Readiness and Standardization*. Boats with restrictive discrepancies shall not be used in mission performance until the necessary waiver has been granted.

All certified crewmembers will be familiar with the operating characteristics of all unit boats, the details of which are found in the appropriate specific boat type operator's handbook.



	Section C. Minimum Equipment for Operation
Introduction	This section discusses the minimum equipment to be carried onboard CG boats.
C.1. Boat Operator Handbooks	Specific boat type operator's handbooks contain details of the minimum equipment necessary for boat operation.
C.2. Other Factors to Consider	Coxswains should consider the mission being performed to determine if additional equipment, not normally onboard the boat is necessary (additional blankets, personal flotation devices (PFDs), Aqueous FilmFormingFoam (AFFF), etc.). Equipment that is not expressly authorized by the specific boat type operator's handbooks or the District Commander (for non-standard boats) may not be permanently stored onboard unit boats. Details of this process are contained in this Manual <i>Part 5, Readiness and Standardization</i> .
C.3. Non Standard Operator's Handbook	District Commanders may use the outfit list provided in Reference (ee) or modify the outfit list to meet particular needs of their resources.



Section D. Passengers and Guests

	Section D. Passengers and Guests
Introduction	This section provides guidance for taking on passengers and guests.
D.1. Guidelines	Passengers may be taken onboard unit boats, at the discretion of the "Unit commander", provided the numbers do not exceed the maximum safe number of passengers for the boat type, and all passengers are wearing PFDs in accordance with and References (f) and (i).
D.2. Coxswain Responsibilities	The Coxswain is responsible for ensuring that all passengers and guests are aware of necessary safety precautions, including the use of PFDs and emergency procedures. Guests must be authorized by the "Unit Commander". Dependents of Coast Guard personnel are permitted onboard Coast Guard boats on a not-to-interfere basis.
D.3. Public Affairs Operations	Guidance for authorization for public affairs operations is found in this Manual <i>Part 2, Chapter 3, Section J, Public Affairs Operations</i> .
D.4. Emergent Mission Requirements	If a unit boat is required for mission response while passengers or guests are onboard, they shall be disembarked prior to proceeding with the mission, if at all possible.
D.5. Coast Guard members as passengers on Non- Coast Guard boats	In many cases Coast Guard members are required to be passengers onboard boats not operated by the Coast Guard. When this occurs the Coast Guard member is required to be outfitted with the same protective clothing that is outlined in chapter 3 of Reference (f).



Section E. Position and Status Reports

Introduction

This section discusses the use and maintenance of various reports made while underway.

E.1. Policy

Position and status reports are required for all boats as Reference (ff). Boats underway shall establish communications contact at least every thirty (30) minutes. The communication interval between boat and shore facility/Cutter shall be reduced during periods of increased risk of mishap (night, bad weather, etc.), or in environmental conditions that reduce survival time (cold, surf, etc.).

E.2. Lost Communications

A shore facility/Cutter losing contact with a Coast Guard boat is responsible for reestablishing communications with the boat directly or through another unit. If a boat fails to check in on the primary or secondary frequency within ten minutes of the communication schedule, the guarding unit shall initiate the following action. The Command Cadre of the boat's parent command shall be notified first, followed by the Operational Commander (OPCON), then the cognizant District Command Center. If the boat remains un-located, an immediate Urgent Marine Information Broadcast (UMIB) shall be released. Following the UMIB, an immediate precedence message shall be released as follows:

O DDHHMMMZ MMMYY (Date-time -group)

FM (Unit reporting the lost communication)

TO COGARD SECTOR (if not the originator)

COGARD DISTRICT RCC

(all adjacent units, e.g. STA, ANT, etc.)

(Boats parent command)

INFO (Appropriate Area Command Center)

(Adjacent Sectors and Cognizant District Command Center)

BT

UNCLAS E F T O//N02001//

SUBJ: LOST COMMS REPORT

1. ORIG LOST COMMS WITH COGARD BOAT (list hull number).

LAST COMMS ON (list appropriate frequency).



SUBJ: LOST COMMS REPORT

1. ORIG LOST COMMS WITH COGARD BOAT (list hull number). LAST COMMS ON (list appropriate frequency).

LAST POSITION (list geographic position and/or latitude/longitude). LAST TIME COMMS ESTABLISHED (list last time two-way communication was conducted)

- 2. REQ RADIO EQPT UNITS ATTEMPT COMMS AND ADVISE.
- 3. REQ UNIT ADVISE IF COMMS ESTABLISHED ON VHF EQUIPMENT OR VIA OTHER MEANS.
- 4. WILL ADVISE ALL ADDEES WHEN COMMS REESTABLISHED.

BT NNNN

When communications are reestablished with the boat, an immediate cancel of UMIB and precedence message will be sent to all addresses listed in the LOST COMMS REPORT with notification that communications have been restored.

E.3. Report Exceptions

Exceptions to status reports are as follows:

- (01) When maintaining communications with an On-Scene Coordinator (OSC) in conjunction with a SAR mission.
- (02) When directed to maintain radio silence by a competent authority.
- (03) Surf operations.

E.4. Communications Log

If the unit maintains a written communications log, the contents of position and status reports will be logged in the unit communications log. If the unit maintains a recorded communications log, no written report of position or status reports is necessary.



Section F. Team Communications

Introduction

Poor interactions among individuals, crew and teams involved with the planning and execution of a mission can easily result in human error and lead to unsafe situations.

Effective communications between shore command and the unit, as well as among boat crew, are essential for proper coordination of mission tasks. It is crucial that:

- (01) All members share an understanding of evolving mission conditions and plans.
- (02) All members monitor, assist or back up each other's actions or decisions.
- (03) Leadership delegates tasks as needed to prevent crewmembers from becoming overloaded.
- (04) All members ensure critical information is provided in a timely manner.
- (05) All members provide and require acknowledgement when information is communicated.

F.1. Boat Crew Communications System (BCCS)

The Boat Crew Communications System (BCCS) is designed to mitigate the risks of noise interference and physical barriers to communication while supporting team coordination and the rapid identification, recognition and control of risks by the crew.

During mission training crews shall practice BCCS loss and the timely transition to the use of secondary team communication methods (e.g. loud hailer and direct verbal reports/commands) ensuring on-deck personnel are kept in the team communication loop.

The BCCS:

- (01) Is required to be used for Security Zone enforcement, including training.
- (02) Should be considered for use any time there is interfering noise, physical barriers to communications, or need for heightened team coordination.
- (03) Is currently allocated for the MLB, RB-S, RB-M, NSLB, TPSB, SPC-LE, PPSB, OTH, and SPC-NLB.



- (04) If lost or unavailable, shall be reported in ALMIS.
- (05) If lost or unavailable, need not prevent an asset from performing assigned missions.

F.2. Cell Phones and Texting

The use of cell phones/texting devices and phone applications aboard boat forces assets is prohibited without permission of the Coxswain; permission can be granted only on a case by case basis.

The Coxswain should take into consideration a variety of factors before allowing the use of cell phones/texting devices, including evaluating operational risk management.

When a crew member is allowed to use a phone/texting device the Coxswain will assure that there is a proper lookout posted and the rest of the crew are attentive to their duties.

NOTE &

Communications on cellular phones are easily intercepted by anyone with a scanner.

F.3. UHF and VHF Encrypted Comms

When available, UHF or VHF encrypted comms should be used for official business. If the boat crew consists of only two people and the Coxswain determines the use of a cell phone/texting device is necessary, then the boat shall be stopped before the use of the cell phone begins and remain stopped until the call is completed.

The following are possible examples but do not include all the reasons to consider before allowing cell phones/texting devices to be used:

- (01) No other means of communications are available.
- (02) The message length would congest an open radio circuit.
- (03) Member onboard has an emergency situation on shore.



The operator of the boat shall not use a cell phone or texting device.



Section G. Float Plan

Introduction

A verbal float plan, or intended course of movement and action, must be completed by the Coxswain and the OOD and/or communications watch prior to getting underway.

G.1. Parts of a Float Plan

A detailed float plan consists of these parts:

- (01) Intended course of action shown on applicable chart.
- (02) Mission particulars such as LE boarding, training, etc.
- (03) Description of general course and area where operations are to be conducted.

Communicate that any deviation from the original float plan must be relayed to the OOD/CO/OIC through the communication watch.

G.2. Emergent Situation

In situations where there is an emergent situation (e.g. SAR), a float plan is not required. The communications watch should assume the boat crew will take the fastest course and should advise of any operating conditions that may hinder a rapid response (low tide, weather, dredging, etc).



Section H. Navigation Rules, Emergencies, and Maneuvers

Introduction

This section provides a brief discussion of the Navigation Rules of the Road, handling emergency situations, and boat maneuvers.

H.1. Underway Rules

All personnel operating Coast Guard boats are obligated to abide by Reference (gg). Beyond compliance with these rules, crewmembers must remain alert for vessels or people in distress, potential obstructions such as fishing nets or "deadheads," and the status of local aids to navigation.

H.2. Lookout

The Coast Guard has had many severe mishaps resulting from lookouts not properly executing their duties. The Inland and International Navigational Rules state in Rule 5 "every vessel shall at all times maintain a proper look-out by sight and hearing as well as by all available means appropriate in the prevailing circumstances and conditions so as to make a full appraisal of the situation and of the risk of collision."

H.2.a. Proper Lookout

Keeping a *proper lookout* (sight and hearing) is a critical boat operating process that shall be maintained at all times.

A *proper lookout* means that a three hundred and sixty degree visual scan from the boat is completed at regular intervals and reports are communicated, acknowledged and appropriately acted on by the boat crew.

All members of the boat shall act as lookouts. Proper coordination of mission tasks may require the Coxswain to direct a specific crewmember to serve as the primary lookout or to assign personnel specific sectors of responsibility; in all cases the boat crew should provide back-up lookout coverage as they are able.

H.2.b Visibility

Coxswains and boat crew members must constantly remain aware of potential visibility limitations when operating Coast Guard boats. All seated or standing positions may be restricted by a cabin structure, console design, appendages such as handrails; gun mounts, or glare from electronic equipment. Visibility may be restricted when a boat is transitioning between displacement and non-displacement mode or during turns when inboard heel may restrict outboard visibility. Environmental conditions such as rain, snow, sleet, fog and on-shore background lighting may also obstruct visibility. Safe speed must be considered at all times.



The Coxswain is ultimately responsible for verbally assigning lookouts and ensuring that visibility limitations are taken into account during operations.

H.3. Underway Emergencies/ Mishap Reports

Emergencies occur even onboard the best-maintained platforms and despite practices of proper seamanship.

H.3.a. Person in Water (PIW)

A mishap involving a PIW can be classified one of two ways:

(01) Fall:

A PIW as a result of a fall is an event where an individual enters the water unexpected or unexplained (e.g. slipping, losing balance, falling, etc.) off a moving structure (e.g. Ship, boat, paint float etc.) or fixed structure (e.g. pier, jetty, etc.) into the water.

(02) Ejection:

A PIW as a result of an ejection is a situation where the individual enters the water due to inertial force on a moving platform (e.g. turning fast causing member to be propelled out of the boat or ship, catching the chine and propelling the member off the boat or ship, catching a wave and propelling member outward of the vessel, etc.)

In cases where the person *intentionally* entered the water due to safety concerns or other reasons, then it is neither a fall nor an ejection mishap. Such an incident should be classified a mishap only if it meets other mishap thresholds.

If in doubt whether a mishap is a fall or an ejection, classify the mishap as an ejection.

H.3.b. Crew Preparedness

Well-trained crews are the best able to respond in a timely fashion, thereby maximizing the potential for successful resolution. Frequent underway casualty control drills increase the preparation level of the crew.

Specific casualty control actions for emergencies onboard boats, and required post emergency checks to ensure vessel integrity are contained in the specific boat type operator's handbooks and in this Manual Part 5, Readiness and Standardization. Area/District Boat Managers shall outline, in writing, emergency procedures and follow-up actions for all assigned non-standard boats.

H.3.c. Crew

As soon as practicable after the declaration of an emergency onboard the



Responsibilities

boat, the Coxswain shall notify the unit of the emergency and the actions taken and planned. Responsibility for the safety of the crew; boat and the successful resolution of the emergency lies solely with the Coxswain.

H.3.d. Filing Mishap Reports

Mishap reports must be filed in accordance with References (h) and (hh).

H.4. Maneuvers

Each boat type operates differently in various environmental conditions. Specific guidance regarding techniques for maximum performance, hazardous conditions, and limitations are contained in each specific boat type operator's handbook. Crewmembers shall be familiar with operator's handbook provisions and operate boats accordingly. Districts shall develop similar specific guidance regarding techniques for maximum performance, hazardous conditions, and limitations for all non-standard boats attached to units within the District.

CAUTION!

On boats equipped with outboards, certain actions – such as inadvertent activation of the man-overboard kill switch(es) or rapidly shifting from full ahead (or close to full ahead) to stop or full astern – have unintended consequences, which can include:

- (01) Engine stall
- (02) Under-control of the boat
- (03) Delays in obtaining successful engine start



Section I. MAB Procedure and Mishap Policy

Introduction

This section discusses Mishap Assessment Board (MAB) procedures, Mishap policy, and the Boat Forces Mishap Analysis, Assistance and Investigation Team (MAAIT).

I.1. MAAIT

The Office of Boat Forces Commandant (CG-731) shall train and equip selected Boat Forces personnel to serve as a MAAIT to respond immediately to mishaps for the purpose of gathering and protecting information and evidence in advance of Commandant-directed MAB investigations. Additionally, Commandant (CG-731) and the Office of Afloat Safety Commandant (CG-1134) will detail the use of the MAAIT's expertise when needed by Boat Forces command cadre to aid them in conducting a quality mishap investigation for all classes of mishaps, High Potential (HIPO) mishaps, and near misses. Commandant (CG-731) shall provide team assistance to requesting commands.

The Boat Forces MAAIT shall provide the mishap investigation personnel for all boat-related MAB investigations, as appropriate. Additionally, members shall serve as the senior Subject Matter Expert (SME) advisory board to Coast Guard leadership regarding all classes of Boat Force mishaps.

I.1.a. Membership

The MAAITis co-chaired by Commandant (CG-731) and Commandant (CG-1134). The team membership must reflect the highest level of Boat Forces knowledge, professionalism, and personal conduct. To achieve adequate coverage, the council will work to ensure there are at least three (3) members per district, and one (1) member each from Boat Forces Center (TCY), Boat Forces Doctrine (TCY), National Motor Lifeboat School (NMLBS), and Special Missions Training Center (SMTC). The desired prerequisites for membership are:

- (01) Paygrades of E-7 to W-4 and O-4 to O-6.
- (02) Current or previous Boat Forces experience.

The council should convene at least annually to conduct a review and discuss Boat Forces mishaps.



I.1.b. Training and Qualification

To be fully qualified, team members must have served in a COMDT MAB as Board President and have gained skills via dedicated training or OJT while acting as a board technical advisor or observer.

Team members shall possess skills and experience in these areas:

- (01) Commandant (CG-1134) mishap investigation procedures, including execution of pre-mishap plan, notifications, securing the scene, medical screening, handling of privileged information, confidentiality, willfull acts/crimes, etc.
- (02) Team member roles and responsibilities (MAB President, Board Members, Medical Officer, Technical Advisors, Observers, and Ad Hoc members).
- (03) Interplay with ongoing Administrative Investigations.
- (04) Interplay with other government agencies and non-government agencies.
- (05) Role of regulations and consensus standards.
- (06) Conducting casualty interviews.
- (07) Accident reconstruction.
- (08) Electronics system data recovery procedures.
- (09) Human Factors Analysis and Classification System (HFACS) awareness and understanding.
- (10) Human Performance Technology.
- (11) CG E-MISHAP system operations.



I.1.c. Concept of Operation

On receipt of information regarding the occurrence of a mishap, Commandant (CG-731) may direct one of several Courses of Action (COAs):

- (01) COA1: Information indicates that a Class A or B, or otherwise significant mishap has occurred within the last 12 hours. Commandant (CG-731) will direct a MAAIT member to the scene to serve as Commandant (CG-731) and Commandant (CG-1134) technical advisor for the purpose of ensuring the post mishap requirements of Reference (h) are completed. The MAAIT member will then act as a Boat Forces SME on the MAB.
- (02) COA2: Information indicates that a Class A or B, or otherwise significant mishap has occurred, initial actions completed, and pends formulation of a COMDT MAB. Commandant (CG-731) will direct a MAAIT member to the scene to serve as Commandant (CG-731) and Commandant (CG-1134) technical advisor for the purpose of verifying the post mishap requirements of Reference (h) are completed. The MAAIT member will then act as a Boat Forces SME on the MAB.
- (03) COA3: Information indicates that a Class C, D, or HIPO mishap has occurred that is high interest, without regard to the time since the incident. Commandant (CG-731) will direct / arrange for a MAB to be convened at either Commandant (CG-731) or Operational Commander level. Commandant (CG-731) will direct a MAAIT member to the scene to serve as Commandant (CG-731) and Commandant (CG-1134) technical advisor for the purpose of ensuring mishap investigation requirements of Reference (h) are completed. The MAAIT member will act as a Boat Forces SME on the MAB. In some instances the MAAIT member will be directed to act as Board President.



I.2. MAB Duties and Responsibilities

MAB composition varies according to the mishap class, scope of impact, technical complexity, and rank/grade of the effected unit Commanding Officer. After initial response actions are coordinated and verified, the MAAIT member seeks to assist Commandant (CG-731), Commandant (CG-1134), and / or the Operational Commander in identifying the skill sets and functional disciplines that will be needed to compose the board.

The MAAIT shall provide a team member to respond immediately (on scene within 12 hours) to a major mishap to ensure the security of evidence and begin the data collection process. Additionally, the team shall provide technical expertise pertaining to boat accident investigation, including but not limited to accident reconstruction and HFACS assessment.

Upon request, the MAAIT shall provide assistance to commands that voluntarily request assistance regarding mishaps that normally would not incur a formal MAB or for incidents that may be classified as HIPO and deserve additional investigation. This assistance may be conducted in the most efficient manner such as direct onscene assistance, guidance via teleconference, or eMISREP higher level review.



Section J. Offshore Operations

Introduction

This section discusses the boat limitations and waivers for offshore operations.

J.1. Operational Limits

Operational limits for standard boats are contained in the appropriate specific boat type operator's handbooks. All elements of a boat's limitations must be considered including the distance offshore, weather, sea state, and sustained winds prior to proceeding. Additional crew should be considered for missions beyond the prescribed distance offshore, or when a mission will be of an extended duration.

J.2. Waiver and Final Decision

In instances where a waiver of a boat's operational limits is granted, the final decision regarding the safety of the mission rests with the boat Coxswain and unit CO/OIC. See Table 2-1 for waiver authority.



Section K. Public Affairs Operations

Introduction

This section discusses when unit boats can participate in community affairs and who authorizes this request.

K.1. Guidelines

Unit boats may be used in support of community and media relations on a not-to-interfere basis with operations, and in accordance with the Public Affairs Manual, COMDTINST M5728.2 (series). Unit readiness shall not be compromised for such participation. Units shall ensure the Operational Commander is informed of all unit commitments. All requests should be routed through the unit's Operational Commander.

Static Displays

K.2. Underway or Various organizations request the participation of Coast Guard boats in local demonstrations and celebrations. Although approval for such events rests with the CO/OIC, the Operational Commander should be kept informed regarding all such events and changes in resource availability, if any, that such participation brings. The provisions of the Public Affairs Manual, COMDTINST M5728.2 (series), Chapter 3 are applicable.



Section L. Trailered / Beach Operations

Introduction

This section discusses guidance and procedure development for loading boats on trailers, the use of emergency lights/ sirens, beach rescue, and the use of personal watercraft.

L.1. Boat Trailers and Vehicles

Units, including Cutters, with standard boats that have been assigned a trailer, shall keep the trailer/boat combination as a set. If the boat is transferred to another unit, the assigned trailer shall accompany it.

Units that respond to missions by trailering their boat shall maintain a minimum of one ready vehicle that has the capacity to tow the assigned boat and trailer combination within all Federal and State vehicle regulations. Cutters with standard boats shall ensure that they have access to a capable towing vehicle.

L.1.a. Trailering Boats

Units shall develop boat trailering guidance per Reference (ii) to include (at a minimum):

- (01) Vehicle towing capacity.
- (02) Permissible speed limit.
- (03) Trailer hitch, safety chains, breakaway cable, lights, trailer wheel bearings.
- (04) Expected increase in stopping distance.
- (05) Expected increase in turning radius.
- (06) Procedures for launching boat.
- (07) Boat recovery.

Area/District Boat Managers will develop procedures for trailering boats and conducting beach responses using trailered boats, vehicles, and equipment.



L.2. Beach Rescue

Helicopter response is the preferred method of retrieving people in the water from beach surf areas.

CAUTION!

Units that attempt off road beach/shore launching do so at extreme risk. Units should verify GSA vehicle policies regarding use of GSA vehicles or commercially leased vehicles in off road environments.

L.3.a. Unit or Local Agencies

Generally, local agencies are better equipped and trained for beach rescue. Units will not normally undertake beach rescues alone. Liaison with local rescue authorities is strongly encouraged. Units in AORs where local agencies may call upon the Coast Guard to assist with beach rescues must clearly establish, in writing, each agency's responsibilities and limitations in this area. Copies of these agreements shall be provided to the Operational Commander and District Commander.

L.3.b. Developing Procedures

When developing procedures for participating in beach responses in support of other agencies, units should establish the following:

- (01) What agency retains jurisdiction in beach areas within the unit's AOR?
- (02) Does that agency have trained swimmers and appropriate equipment?
- (03) Under what circumstances will the Coast Guard be called upon to perform as the OSC?

The CO/OIC will develop training and qualification guidance for crewmembers likely to be involved in beach rescue missions.



	Section M. Use of Personal Watercraft (PWC)	
Introduction	"Personal Watercraft" means a vessel less than 16 ft in length which is designed to be operated by a person or persons sitting, standing, or kneeling on, rather than within, the confines of a hull.	
M.1. Procurement, Ownership, and Operation	Procurement, ownership, and operation of personal watercraft by Coast Guard active duty and reserve units is not authorized without a specific written waiver from Commandant (DCO).	
M.1.a. Requests for Waivers	Requests for waivers must include a plan that includes concept of operation.	
M.1.b. Expenditure of Funds	Account Certifying Officers and other procurement officials shall not authorize the expenditure of funds for the purchase, support, or operation of personal watercraft in the absence of a waiver from Commandant	

(DCO) allowing purchase and operation.



Section N. Surface Swimmers

Introduction

This section discusses guidance and procedures for the use of surface swimmers. Surface swimmers can be deployed from cutters or boats for planned operations (e.g. beached buoy recovery) or while conducting SAR (e.g. to recover persons in the water).

N.1. Training Requirements

Surface swimmers deployed from boats shall comply with References (f), (o), (p) for equipment and techniques and Reference (cc) for PQS.

N.2. Recertification The Boat Crew Member Surface Swimmer qualification task BCM-07-03 ANY has been aligned with Reference (jj).

NOTE &

If swimmer is deployed directly from a cutter, then Reference (jj) applies.

N.3. Unit **Requirements**

The probability and complexity of surface swimmer deployment vary from AOR to AOR and with each mission.

CO/OICS may specify, based on AOR requirements, semi-annual (or annual) completion of BCM-07-03 ANY as part of crewmember currency requirements.

N.4. Risk Management

Placing a surface swimmer in the water to aid a person in distress (or other operations) should only be exercised when:

- (01) No other possible method of assistance exists.
- (02) The risk factors have been appropriately assessed.
- (03) The potential for success sufficiently justifies the risk.
- (04) The action can be taken without unduly placing the swimmer's safety at risk.



Section O. Boat Forces Advisory Council

Introduction

The purpose of the Boat Forces Advisory Council (BFAC) is to ensure that the unique requirements of Boat Forces units are recognized. The BFAC shall review training, operating doctrine, mishaps and policies, and serve as a sounding board for all Boat Forces issues. Council members serve as communications conduit between the field and the program to ensure program leadership is continually linked to the capability needs of the boat operators.

Background

The Office of Boat Forces is responsible for the Coast Guard's 1,800 boats dispersed across the nation and it's operators of over 9,000 enlisted personnel who perform every Coast Guard mission and consume approximately 50% of all Coast Guard resource hours. The Office of Boat Forces must remain well connected with this workforce to ensure the office can support safe and effective boat operations. Therefore, the BFAC is established under Reference (kk).



O.1. Membership The BFAC is chaired by the Joshua James Ancient Keeper. The standing members will typically serve as indicated in Table 2-6 BFAC Standing Members. Members must reflect the highest level of boat forces knowledge, professionalism, and personal conduct. The additional members are referred to as Nominated Members. An ALCOAST/Web notice will be released annually soliciting applications to the council. Nominated Members shall be in a command Cadre position at Boat Forces units and the Senior Boat Operator on Cutters. The nominated members will represent a cross section of the Boat Forces community as outlined in Tables 2-6 and 2-7.

Chair
Joshua James Ancient Keeper
Standing Members
Boat Forces and cutter operations Branch, Training Center Yorktown (TCY) (E-8 or below, instructor, certified Coxswain)
National Motor Life Boat School (NMLBS) (E-8 or below, instructor, certified Coxswain)
Special Missions Training Center (SMTC) (E-8 or below, instructor, certified tactical Coxswain)
Boat Forces Command Cadre Course, School Chief
CDR Ray Evans Outstanding Coxswain of the Year Recipient (one year term)
FN First Class Paul Clark Boat Forces Engineer Award Recipient (one year term)

Table 2-6 **BFAC Standing Members**



Nominated Members
ANT Representative
Cutter Boat (4) Representative CB-S, CB-M, CB-L CB-OTH
EPO Station Representative
RBS Station Representative
Pursuit Level IV Station Representative
MSST (WSS-DTL) Representative
PSU (WSS-DTL) Representative
PWCS Level 1 Station Representative
STANT Representative
MLB Station Representative
UTB Station Representative
Standing Observer
Commandant (CG-731)
Commandant (CG-731) Doctrine Staff Representative
Members at Large
(3) E-4 or above duty Coxswain/engineer
Advisors
Commanding Officer NMLBS STAN Team Supervisor

Table 2-7 BFAC Nominated Members



O.2. Nomination Process

Members interested in serving on the BFAC are encouraged to submit an application per the following guidance. Nomination packages in memo format not to exceed two pages shall be submitted by the applicant via their Operational Commander and District/Area Boat Manager to Commandant (CG-731) or the current Joshua James Ancient Keeper. E-mail submissions must be in PDF format with required signature or scanned copies with all required signatures. Signatures will assume Command endorsement. The memo shall include:

- (01) Type of unit member will be representing.
- (02) Anticipated rotation date.
- (03) Brief summary of members career and duties performed.
- (04) Brief narrative on how the BFAC and Coast Guard will benefit from the applicants membership.
- (05) Statement indicating the applicants ability to attend annual meeting and fulfill the responsibilities listed above and in the BFAC Charter.





CHAPTER 4 Boat Units and Boat Types

Introduction

This chapter provides an overview of the various types, locations, and missions of Coast Guard boat units, as well as the types of boats used in the execution of assigned missions. It prescribes general operating procedures for Coast Guard units that are applicable to all boat operations. Units operate a variety of boats because of the variety of missions and operating areas.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Coast Guard Boat Units	2-86
В	Coast Guard Boat Types	2-90



Section A. Coast Guard Boat Units

Introduction

A U.S. Coast Guard Boat Forces Unit is one which has a specific Operating Facility (OPFAC) number assigned and conducts missions with boats that are under program management of Commandant (CG-731).

This section defines the following types of Coast Guard boat units and discusses their functions and elements.

Unit Types	Boat Operating Policy (Boat VOL I Policy Applies)	Boat Forces Units Commandant (CG- 731) Programmatic Management)
Station	X	X
Station (small)	X	X
Auxiliary-Operated Station (small)	X	X
Aid to Navigation Team (ANT)	X	X
Station Aids to Navigation Team (STANT)	X	X
Cutter	X	
Maritime Safety Security Team (MSST)	X	
Maritime Security Response Team(MSRT)	Х	
Maritime Force Protection Unit (MFPU)	X	
Marine Safety Unit (MSU)	X	
Marine Safety Detachment (MSD)	X	
Sector	X	
Port Security Unit (PSU)	X	
Strike Team	X	
Training Centers	X	

Table 2-8
Boat Forces Unit Policy and Program Management



A.1. Definitions	Coast Guard boat units for the purpose/applicability of this Manual are defined in this section.	
A.1.a. Station	A Station is a Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment.	
A.1.b. Station (small)	A Station (small) is a minimally staffed and resource constrained unit that receives operational direction, command, and support from its parent unit.	
A.1.b.1. Auxiliary- Operated Station (small)	An Auxiliary-Operated Station (small) is a Station (small) that relies on auxiliary members for its primary duty section staffing for three or more months per year. Auxiliary operated units may or may not have an active duty Command Cadre (i.e., OIC).	
A.1.c. Aids to Navigation Team	An Aids to Navigation Team (ANT) is a Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment.	
A.1.d. Station Aids to Navigation Team (STANT)	A STANT is a Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment.	
A.1.e. Cutter	A Cutter is a Coast Guard facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment.	
A.1.f. Maritime Safety and Security Team (MSST)	A MSST is a Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment, which reports to the Deployable Operation Group (DOG).	
A.1.g. Marine Safety Unit (MSU) / Marine	A MSU is a Coast Guard shore facility with an OPFAC, Command Cadre, and equipment which reports to a Sector Commander. Some MSUs have a unit boat allowance.	
Safety Detachment (MSD)	A MSD is a subordinate unit of a Sector that is created when a Prevention workforce is needed in a geographically separated location.	



A.1.h. Port Security Unit (PSU) A **PSU** is a Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment, which reports to an Area Commander.

A.1.j. Sector

A **Sector** is a Coast Guard shore facility with an OPFAC, Command Cadre, Command Center and permanently assigned duty-standers, unit boat allowance, and equipment which reports to a District Commander.

A.1.k. Maritime Force Protection Unit (MFPU) An **MFPU** is a Coast Guard shore facility with an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and equipment which reports to the District.

A.1.1. Maritime Security Response Team (MSRT) An **MSRT** is a Coast Guard unit which provides active counter-terrorism and advanced interdiction operations, and addresses capacity and capability gaps in national maritime counter-terrorism response.

A.1.m. Deployable Operations Unit A **Deployable Operations Unit** is a permanent Coast Guard unit with an OPFAC and Command Cadre under the Operational Command of the DOG.

A.1.n. Strike Team

A **Strike Team** is a Coast Guard shore facility with an OPFAC, Command Cadre, unit boat allowance, and response equipment for the detection and mitigation of oil, chemical, and weapons of mass destruction incidents. The three Strike Teams (Atlantic, Gulf, and Pacific) make up the National Strike Force (NSF), which is managed by the NSF Coordination Center and reports directly to the Deployable Operations Group. The members of the Strike Teams are highly trained Coast Guard professionals who maintain and rapidly deploy with specialized equipment and incident management skills at any time, to any place, for any environmental hazard.

A.1.o. Training Centers

A **Training Center** (Training Center Yorktown, Special Missions Training Center, Maritime Law Enforcement Academy) is a Coast Guard shore facility with an OPFAC, Command Cadre, unit boat allowance, permanently assigned instructors, and equipment to train personnel to carry out missions at Boat Force units.



A.2. Elements

The elements of a boat unit shall include, but are not limited to the following:

- (01) Multi-mission shore facility.
 - a) Duty crew berthing.
 - b) Vessel moorings and maintenance.
- (02) Multi-mission afloat unit (Cutter only).
- (03) Operate boats in support of designated missions.
- (04) Authorized boat and personnel allowances. Auxiliary-Operated Station (small) may or may not have boats or personnel assigned.
- (05) Boat unit administration.
- (06) Provide unit-level training and equipment maintenance.
- (07) Responsible for their own internal supervision.
- (08) Receive support and services from Commandant, Area, District office, Sector, Base, Integrated Support Command, or other host command.

A.2.a. Reserve Augmented Unit

A Reserve augmented unit is a unit that relies on reserve personnel for at least one third of its primary duty section staffing for three or more months per year.

A.2.b. Parent Station

A Parent Station is a unit with one or more subordinate Stations (small). Its Command Cadre allowance may be different from that of a typical unit to account for the increased responsibility associated with the assignment of subordinate Stations (small).



Section B. Coast Guard Boat Types

Introduction

This section provides a current listing of standard and Non-Standard Boat (NSB) types. Where this listing conflicts with other reference documents regarding currently authorized boat types Reference (ll) takes precedence. Standard boats remain the primary unit response resource. Reference (mm) defines the Coast Guard's boat plan for multi-mission shore units. The Integrated ATON Platform Modernization AC&I Project will ultimately define the ATON boat and Cutter plan.

B.1. Boat Forces Units Boat Inventory

To view the current boat fleet inventory see: http://cgweb.comdt.uscg.mil/G-RCB/BoatBranch.htm.



CHAPTER 5 Mission Types

Introduction

Boat resources are the Coast Guard's most numerous and widely distributed assets. As such, they may be called on to perform in or support any Coast Guard mission area.

Mission tasking shall be based on each unit's ability to support and fulfill required operational requirements. No lack of formal assignment of a mission area shall preclude units from performing the full range of Coast Guard missions. The following missions and employment categories are those most frequently supported by Boat Force units (Table 2-8).

This chapter contains the following sections:

Section	Title	See Page
A	Mission Types	2-92
В	Search and Rescue	2-94
С	Enforcement of Laws and Treaties (ELT)	2-103
D	Recreational Boating Safety	2-110
Е	Marine Safety (MS)	2-113
F	Military Operations (MILOPS)	2-116
G	Ports, Waterways and Coastal Security (PWCS)	2-121
Н	Short Range Aids to Navigation	2-125
I	Marine Environmental Protection	2-127



Section A. Mission types

Mission Type	Employment Category
Search and Rescue (SAR)	(01) No employment categories
Enforcement of Laws and Treaties (ELT)	(01) Drugs Surface Interdiction (DRUGS SURF)
	(02) Fisheries Enforcement Domestic (FISH-DOM)
	(03) Migrant (MIGRANT)
	(04) Other (OTHER)
	(05) Protected Living Marine Resources (PLMR)
Marine Safety (MS)	(01) Port Safety (PORT SAFE)
	(02) Recreational Boating Safety (RBS)
Military Operations	(01) Exercises (EX)
	(02) Peace (PEACE)
	(03) War (WAR)
Ports, Waterways and	(01) Military Prevention (Mil Prevent)
Coastal Security (PWCS)	(02) Military Protection (Mil Protect)
	(03) Domestic Prevention (Dom Prevent)
	(04) Domestic Protection (Dom Protect)
Aids to Navigation	(01) Short Range (SRA)
(ATON)	(02) Trail (TRAIL)
Marine Environmental	(01) Marine Environmental Protection (ENFORCE)
Protection (MEP)	(02) Response (RESP)

Table 2-9 Mission Types and Employment Categories



A.1. Core Mission Units are universally expected to be able to:

- (01) Safely operate assigned boats to the environmental and mission limitations described in the boat's operating manuals or in Coast Guard doctrine/policy, whichever is more restrictive.
- (02) Support the District mandated "Alert" posture.

NOTE &

The Operational Commander shall be immediately notified by record correspondence whenever either of these aforementioned universally expected conditions are not met.

Unit CO/OIC shall ensure boat crews and individual members undertake only those missions and tasks for which they are fully qualified. Inherent risk for all missions shall be assessed and managed using the principles of Operational Risk Management (ORM).

The number and complexity of Coast Guard missions makes it impossible for each unit to have personnel qualified in every task in every mission area. Limitations in personnel, training, and qualification mean that providing transportation for qualified personnel from other units or organizations (e.g. ATON, MEP) may be the full extent of a particular unit's support.



Section B. Search and Rescue (SAR)

Introduction

This section provides an overview of the role of boat units in support of the Coast Guard's Search and Rescue (SAR) program. In an average year, boat units are responsible for 70% of the lives saved and 90% of the property saved by the U.S. Coast Guard. Boats perform 75% of all SAR sorties.

In this section

This section contains the following information:

Title	See Page
Description and Authority	2-95
SAR System, Program Objectives, and Program Standards	2-96
SAR Mission Organization	2-97
SAR Communications	2-98
Initial Action	2-100
SAR Planning	2-100
SAR Operations	2-101
Public Relations	2-102



Description and Authority

B.1. Description

Boat unit responsibilities, organization, and operations in regards to search and rescue missions include:

- (01) Maintaining assigned craft in a readiness condition to respond to SAR missions.
- (02) Maintaining trained crews to respond to SAR missions.
- (03) Exercising command and control of SAR missions.
- (04) Conducting SAR missions in accordance with established Coast Guard instructions
- (05) Evaluating mission risk to ensure Coast Guard personnel are not unduly put in harm's way.

B.2. Authority

The Coast Guard is authorized by Sections 2, 88, and 141 of Title 14 U.S.C. to:

- (01) Develop, establish, maintain, and operate search and rescue facilities.
- (02) Perform any and all acts necessary to rescue and aid persons.
- (03) To protect and save property at any time and at any place where its facilities and personnel are available and can be effectively used.

It is important to note that the law authorizes the Coast Guard to undertake SAR missions, but, because of the critical importance of evaluating each mission and risk individually, the law does not compel the Coast Guard to undertake any particular mission.



SAR System, Program Objectives, and Program Standards

B.3. SAR System

The SAR system is an arrangement of components activated, as needed, to assist persons or property in potential or actual distress. Unit SAR system components may include:

- (01) Unit personnel
- (02) Communications watches
- (03) Unit training program
- (04) Boat crews
- (05) Boats and equipment
- (06) Vehicles and equipment
- (07) Buildings, property, and equipment

B.4. Program Objectives

The following objectives define expectations of the Coast Guard's maritime SAR system.

- (01) To minimize loss of life, personnel injury, and property loss and damage in the maritime environment.
- (02) To minimize search duration and crew risk during SAR missions by applying the principals of Reference (1).

B.5. Program Standards

The response standards of particular applicability to unit operations include:

- (01) Command and Control. Initiate action within five minutes of initial notification of a distress incident.
- (02) SAR Response. A Bravo-Zero (B-0) response time is defined as a SAR unit underway within 30 minutes of notification of a distress.

NOTE &

Area/DOG/District Commanders establish unit readiness (i.e. "Bravo") requirements. A readiness lower than B-0 (e.g. B-2) may be appropriate in certain areas at certain times of the year.



SAR Mission Organization

B.6. SAR Coordinator (SC)

The District Commander, as SAR Coordinator (SC), mandates the SAR mission organization, assigning responsibilities for the SAR Mission Coordinator (SMC), On-Scene Coordinator (OSC), and Search and Rescue Unit(s) (SRU) for any mission.

B.6.a. SAR Mission Coordinator (SMC)

SAR operations are carried out under the guidance of a SAR Mission Coordinator (SMC). The SMC shall normally be delegated at the Sector level

B.6.b. On-Scene Coordinator (OSC)

The SMC shall designate an On-Scene Coordinator (OSC) to coordinate SAR actions. A Coast Guard unit may serve as a shore-based OSC if communications and adequately trained personnel are available.

- (01) The first unit on scene assumes OSC until the SMC directs that unit be relieved.
- (02) OSCs should be thoroughly familiar with Reference (p) and appropriate SAR plans (District, Area, Sector, etc.).

B.6.c. Search and Rescue Unit (SRU)

A Search and Rescue Unit (SRU) is a unit with trained personnel and equipment for SAR operations. Unit personnel, boats, or vehicles may be used as SRUs.

- (01) SRUs are subordinate to the OSC (and SMC).
- (02) SRUs should be staffed, equipped and proficient in the SAR skills necessary to accomplish the mission.

NOTE &

If an SRU is alone on scene, the SRU shall perform OSC duties and keep the SMC advised.



SAR Communications

B.7. Objective

The objectives of SAR communications are:

- (01) To obtain information on a distress incident and disseminate it promptly to all units and commands capable of providing assistance.
- (02) To closely coordinate participants during the SAR operation in order to save the lives and property involved.

B.8. SAR Communications Coordination

Units shall guard distress channels when the Sector cannot adequately satisfy mission requirements (e.g. bad communications in a particular area, equipment failure).

Coordination of SAR telecommunications closely follows the SAR organization structure. Units, boats or vehicles, and personnel shall communicate in accordance with the following:

- (01) SMC selects SAR frequencies, informs OSC or SRUs, and establishes communications with parent agencies.
- (02) OSC controls communications on scene subject to the instructions and direction of the SMC

NOTE &

SRUs communicate through the OSC. Boats shall communicate with the unit via the OSC unless otherwise directed. Units are not normally staffed or trained to maintain a continuous national distress system communications watch.

B.8.a. Role of Unit Communications Watch

Frequently there is no requirement for units to maintain a live communications watch. The decision to maintain such a watch must be based on the unit operational tempo, communications capabilities of the unit's parent command, and the needs of the unit. If the unit maintains a live communications watch or only while actively engaged in SAR, this watch is an essential component in effective SAR communications coordination.



B.8.b. Communications Watch Personnel

The communications watch is often the first person to become aware of an emergency or potential emergency. They will:

- (01) Collect and disseminate the incident information.
- (02) Perform duties as directed by the SMC (or OSC if the unit is designated a shore-based OSC), including:
 - a) Facilitate the flow of information between the distressed party and the SMC, as well as communication between the OSC and SMC.
 - b) Assist in the collection of SAR case information. [e.g. Preliminary Communications (PRECOM), Extended Communications (EXCOM)].
 - c) Coordinate local SAR or emergency response.

B.8.b.1. Collocated Units and Sectors

Where Sector and units are collocated, the Sector communications watch personnel normally serve the communications watch function for the unit.

B.9. Communications Searches

SMCs conduct communications searches when facts are needed to supplement initially reported SAR information. The two types of communications searches are the PRECOM search and EXCOM search. They are usually conducted sequentially. In many instances, SMCs may request subordinate units to actually perform the local PRECOM/EXCOM functions due to the subordinate unit's increased familiarity with their own AOR. Units shall maintain accurate up-to-date lists of contacts (e.g. major facilities and agencies) for PRECOM and EXCOM searches for their AOR. These lists shall be made available to the SMC.



Initial Action

B.10. Unit Initial Action

After the initial report of an emergency or potential emergency is evaluated and assigned an emergency phase (i.e., DISTRESS, ALERT, or UNCERTAINTY), the unit has one of three possible actions:

- (01) Dispatch an SRU immediately, or request other facilities (i.e., another agency) to act (i.e., DISTRESS phase).
 - a) Units are authorized to respond without specific tasking from the SMC if it is within the guidelines the SMC has previously provided.
 - b) May conduct initial response search planning for single unit response SAR incidents.
- (02) Act in accordance with the Maritime SAR Assistance Policy for incidents classified as non-distress.
- (03) Notify their Operational Commander or other response agencies and ask for direction.

SAR Planning

B.11. Planning Procedures

SAR planning should be conducted by the SMC. Typically, SAR planning for a unit should be restricted to planning for the initial, single-unit response and should include these steps:

- (01) Utilize Operational Risk Management (ORM) and the principles of Team Coordination Training to determine what response, if any, is appropriate.
- (02) Select the appropriate resource, equipment, and crewing.
- (03) Establish datum [i.e., the most probable location of the distressed vessel(s) or person(s)].
- (04) Develop initial response search plans and designation of an OSC.



NOTE &

The first SRU on scene for a search mission <u>should</u> deploy a datum marker upon arrival; time, position, and description of the datum marker should be reported to the SMC. Further details regarding considerations for datum marker deployment, conditions under which deployment should not be considered, etc., can be found in Reference (p).

SAR Operations

B.12. Operations Procedures

SAR operations should begin with the least possible delay, starting with SRU briefing and dispatch, and ending when the search objective is located and recovered, or the search is suspended. Initial mission planning and crew briefing are extremely critical to effective mission performance and most importantly, crew safety.

NOTE &

SAR operations shall be conducted in a professional and predictable manner. SAR briefings, communications search execution, and all reports shall be conducted in accordance with Reference (p) and (mm). Any deviations from prescribed procedures shall be communicated to the SMC via the OSC.

B.12.a. Family Member Participation

Participation of family members in SAR operations should be limited because of safety considerations, and the next-of-kin should be spared the potential emotional impact of the distress site. Keeping family members informed of case progress is an essential element of SAR case management.

B.12.b. Trespassing

Coast Guard personnel engaged in SAR operations should obtain permission from the owner or occupant before entering private property.

- (01) If this is not possible, then the SMC must grant permission before private property is entered.
- (02) Only when saving a person's life, can immediate action be taken.



B.12.c. Searches for Bodies

The Coast Guard is not required to conduct searches for bodies. If requests are received from responsible agencies, such as local police, military commands, etc., Coast Guard units may participate in body searches provided that these searches do not interfere with the primary duties of the units. Units are not provided the specific gear or training to conduct underwater searches for bodies; their involvement is usually as a support platform for other agencies.

Public Relations

B.13. Public Relations Procedures

SAR operations often create a great interest with the general public and the media. Units should seek concurrence from the SMC before responding to public relations inquiries.

Relatives of missing persons may also seek information. Proper concern must be shown for their stressful situation. Relatives should be referred to the SMC for any information. Next-of-kin notifications shall be made by the unit's Operational Commander. Unit Commanders should establish local policy in accordance with District and/or Sector SOPs and the Public Affairs Manual, COMDTINST M5728.2 (series).



Section C. Enforcement of Laws and Treaties (ELT)

Introduction

The modern ELT program is directed primarily at protecting fisheries and other marine resources, combating illicit drug trafficking, interdicting illegal migrants at sea, ensuring compliance with recreational and other vessel safety laws, including Boating Under the Influence (BUI), enforcement of environmental protection statutes, LE in relation to Ports, Waterways, and Coastal Security (PWCS), and responding to vessel incidents involving violent acts or other criminal activity.

The vast majority of recreational and commercial vessels encountered by the Coast Guard in the course of ELT operations are operated by lawabiding citizens who are entitled to be treated with courtesy, respect, and due consideration for the nature of any legitimate activity in which they are engaged. Coast Guard personnel must recognize that the continued effectiveness of the ELT program depends upon public support for the importance of the laws we enforce and public recognition of the professional manner in which we discharge our enforcement responsibilities. MLE under the ELT program is primarily accomplished by conducting vessel boardings to detect and suppress violations of all federal laws, as well as by engaging in surveillance or interdiction to enforce or assist in the enforcement of these laws

In this section

This section contains the following information:

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ELT Response	2-105
ELT Patrols	2-105
ELT Boarding	2-108
Coordinating ELT Activity	2-109



Description and Authority

C.1. Description

Unit law enforcement operations generally include a variety of activities within the unit's Area of Responsibility (AOR), including:

- (01) Responding to reports of observed violations of maritime laws or regulations.
- (02) Patroling to detect and deter unsafe boating and unlawful maritime activity.
- (03) Boarding to detect and suppress violations of all Federal laws and educate the boating public.
- (04) Coordinating activities with waterways user groups (e.g. fishing associations, recreational boating groups), community leaders, and other law enforcement entities.

C.2. Authority

Various sections of Titles 8, 14, 16, and 46 U.S.C., several Executive Orders, and Presidential Decision Directives contain authority to conduct the Coast Guard's ELT mission. Refer to Reference (d) for more specific guidance.



ELT Response

C.3. Procedures

Units shall respond to reports of observed violations of U.S. laws or regulations (including pollution laws) in their AOR when it is (1) lawful and appropriate, and (2) the resources required to respond in a safe and effective manner are available. Units shall contact their Operational Commander before dispatching any resources:

- (01) If there is any question whether or not the requested (or intended) action is lawful and appropriate.
- (02) When there are significant potential risks to people or property, including Coast Guard persons or property (e.g. shots fired).
- (03) If the unit's resources (people or equipment) are inadequate for a safe and effective response.

Units shall integrate the principals of ORM into daily processes, as appropriate, to help ensure mission success and safety of personnel. ELT response actions generally require close coordination with other agencies. Up-to-date agency contacts for ELT response operations within the unit's AOR should be maintained at the Area, District, Sector, and unit.

ELT Patrols

C.4. Patrols

Patrols are the action of traversing an area for observation or the maintenance of security. Coast Guard LE patrol activity is conducted on, under, and above waters subject to the jurisdiction of the United States and the high seas, and ashore at facilities adjacent to waters subject to the jurisdiction of the United States. The purpose of patrol activity is to:

- (01) Deter unlawful activity.
- (02) Detect unlawful activity.
- (03) Preempt or interdict unlawful activity.
- (04) Maintain organizational situational awareness.

Coast Guard LE officers often engage in domestic LE activities, such as maritime and facility patrols, that generally do not involve either the ongoing investigation of specific criminal activities or the prevention of catastrophic events or harm to the national security.



Rather, their activities are typified by spontaneous action in response to the activities of individuals whom they happen to encounter in the course of their patrols and about whom they have no information other than their observations. These general enforcement responsibilities should be carried out without any consideration of race or ethnicity.

Waterborne harbor patrol monitors anchorages used during military outload (MOL) operations. This definition includes load line patrols, observations of vessel bunkering and lightering, and other patrols to prevent blockage or closure of a port.

C.5. Planning

Unit law enforcement operations must be sharply focused on national and regional law enforcement objectives. Factors to be considered in planning and executing law enforcement operations should include the following:

- (01) Law enforcement threat.
- (02) Unit AOR.
- (03) Resource status.
- (04) Availability of personnel.
- (05) Assessment of risk using ORM.

The following conditions should be established and briefed prior to the patrol:

- (01) The intended objective or objectives.
- (02) Potential risks and expected benefits.
- (03) The ORM process, as applied to mission planning, and the continuous evaluation of mission risk throughout the evolution.
- (04) Contacts to ensure effective patrol coordination (e.g. other Coast Guard units and law enforcement entities).
- (05) Location, time, and manner to conduct the patrol to achieve the desired results and maximize the opportunity to be successful.

NOTE &

Boardings may be conducted in conjunction with patrols to ensure compliance with applicable U.S. laws and regulations.



and Related Law **Enforcement Patrols**

C.6. Vessel Safety Patrols to detect recreational and other vessel safety violations and deter unsafe boating practices can normally be considered low risk. Expected benefits include a potential reduction in the number and severity of SAR incidents.

C.6.a. Recreational Vessel Safety

Patrols intended to detect and deter unsafe boating should normally be conducted in high traffic density areas during times when traffic density is expected to be the greatest, or during times when SAR cases have historically occurred. In most instances, these patrols should be conducted in a highly visible manner to maximize the potential deterrent effect. The use of Coast Guard Auxiliary facilities to provide a Coast Guard presence is strongly encouraged.

C.6.b. Commercial Vessel Safety **Patrols**

Commercial vessel safety patrols (e.g. commercial fishing vessels, towboats, un-inspected passenger vessels) shall be coordinated with the cognizant Captain-of-the-Port (COTP) / Marine Safety personnel through their Operational Commander.

- (01) At-sea enforcement of commercial fishing vessel safety regulations is normally conducted in conjunction with fisheries law enforcement operations.
- (02) At-sea enforcement of safety regulations for commercial vessels, other than commercial fishing vessels, will normally require the involvement of COTP / Marine Safety personnel because of the complex nature of commercial vessel regulations.

C.7. Drug Law Enforcement **Patrols**

Unit drug LE operations should be restricted to action taken in response to drug smuggling information (i.e., response operations). Units should not conduct drug LE patrols unless the District Commander has assigned this mission. Drug LE patrols shall be coordinated with the District or Sector Commander.

Patrols

C.8. Immigration Unit immigration LE operations should be restricted to action taken in Law Enforcement response to migrants smuggling information and illegal entry information (i.e., response operations). Units should not conduct immigration LE patrols unless this mission has been assigned in accordance with the District Commander's mission designation statements. Immigration LE patrols shall be coordinated with the District Commander.



C.9. Fisheries **Patrols**

These patrols should be coordinated with the District, Sector Commander **Law Enforcement** or other Coast Guard units, and other Federal (e.g. National Marine Fisheries Service (NMFS) and U.S. Fish and Wildlife Service (FWS)). State, and local fisheries enforcement agencies.

> Fishing activity is generally area/location, time/season, species, and gear specific.

The patrol times and locations should be based on the specific enforcement objective.

- (01) Patrols on the fishing grounds allow for effective enforcement of gear, catch, permit, and safety laws and regulations.
- (02) Patrols in the transit areas can allow for effective enforcement of catch-related laws and regulations (inbound transits) as well as applicable safety laws and regulations (inbound or outbound transits).

ELT Boarding

C.10. Conducting **Boarding**

ELT boarding may be conducted in conjunction with ELT patrols or an ELT response, or at the conclusion of a SAR case. ELT boarding is conducted to enforce all applicable U.S. laws and to educate mariners on the proper and safe practices associated with operating vessels. In most instances, unit ELT boarding activities should be focused on a certain activity (e.g. recreational boating, commercial fishing). In every instance, vessel inspections, as well as any searches for criminal activity (based on reasonable suspicion developed during the course of the vessel inspection), shall be done as thoroughly and expeditiously as possible so as to interfere as little as possible with legitimate voyages.

NOTE &

All boardings must be complete and thorough. Superficial checks defeat the purpose of vessel boarding.



Coordinating ELT Activity

C.11. Working with other Law Enforcement Agencies

To ensure safe and effective ELT operations, units must establish and maintain a close, working relationship with local law enforcement entities. Units should meet with local law enforcement entities on a regular basis to discuss enforcement issues of mutual concern and identify opportunities to improve coordination and cooperation.

NOTE &

Meetings with other law enforcement officials should be closely coordinated with the unit's Operational Commander.

C.12.a. Assisting State and Local Law Enforcement Agencies

Units may assist State and local law enforcement agencies, resources permitting. Specific guidance regarding assistance to State and local law enforcement agencies is contained in Reference (d).

C.12. Involving other Federal Agencies in Maritime Law Enforcement Operations

In all cases where other Federal law enforcement agency or DoD personnel are included in a USCG boarding team from a USCG platform, the:

- (01) USCG Boarding Officer shall remain in charge of the boarding team, and
- (02) All non-USCG personnel must agree in advance to follow the USCG Boarding Officer's direction and comply with USCG policy governing the use of force during vessel boarding.

NOTE &

DoD personnel are prohibited from direct participation in search, seizure and arrest. All concerned must be sensitive to the extent of the statutory authority of non-USCG personnel for participation in at-sea boarding.



Section D. Recreational Boating Safety

Introduction

The purpose of the Recreational Boating Safety (RBS) program is to minimize the loss of life, personal injury, property damage, and environmental impact associated with the use of recreational boats, through preventive means, in order to maximize safe use and enjoyment of U.S. waterways.

In this section

This section contains the following information:

Title	See Page
Description and Authority	2-111
RBS	2-111
Education and Support	2-112



Description and Authority

D.1. Description

Units support the RBS program through their interactions with the boating public, State and local boating authorities, and their support of the Coast Guard Auxiliary per References (oo) and (pp). RBS activities supported by units include:

- (01) RBS patrols and boarding.
- (02) Community education efforts.
- (03) Support of Coast Guard Auxiliary RBS programs which include:
 - a) Vessel Safety Check (VSC).
 - b) Marine Dealer Visit (MDV).
 - c)Boater Education Classes.

D.2. Authority

Various sections of Titles 14 and 46 U.S.C. contain authority to conduct the Coast Guard's RBS mission.

RBS Patrols and Boarding

D.3. RBS Patrols

RBS patrols should normally be conducted in high traffic areas during times when traffic density is expected to be the greatest. In most instances, RBS patrols should be conducted in a highly visible manner to maximize the potential deterrent effect on unsafe boating practices.

(01) Coordinating RBS patrols with Auxiliary VSC efforts (e.g. just off a busy boat ramp) can have a highly desirable effect on the level of boater participation.

NOTE &

The U.S. Power Squadron also participates in the VSC program.

(02) The use of Auxiliary boats to conduct RBS patrols with or without boarding teams can significantly enhance area coverage.



D.4. RBS Boarding

RBS boardings, like all other boardings, are conducted to enforce all applicable U.S. laws and to educate mariners on the proper and safe practices associated with operating vessels. In every instance, boardings shall be done as thoroughly and expeditiously as possible to minimize interference with legitimate voyages.

NOTE &

All boardings must be complete and thorough. Superficial checks defeat the purpose of vessel boardings.

D.4.a. Vessels with Vessel Safety Check (VSC) Decals

Award of the VSC decal is not intended to give boats immunity from being boarded.

- (01) A VSC decal is considered current for one year.
- (02) Boaters should be told that they are receiving an abbreviated boarding because they have the VSC decal.

Education and Support

D.5. Community Education

Units should meet regularly with recreational boating groups and participate, as time and resources allow, in boat shows and other events that can be used to promote boating safety. Community education efforts should be closely coordinated with the Coast Guard Auxiliary.

D.6. Support of Auxiliary RBS Programs

Unit support of Auxiliary RBS programs (i.e., VSC, MDV, and boater education classes) can have a significantly positive effect on these extremely valuable programs. Units should contact their local Auxiliary Flotilla Commanders to coordinate support activities.



Section E. Marine Safety (MS)

Introduction

The Coast Guard's Marine Safety (MS) mission prevents and mitigates marine incidents, thereby protecting the public, the environment, and U.S. economic interests.

In this section

This section contains the following information:

Title	See Page
Description and Authority	2-113
Marine Safety Program	2-114
Ports and Waterways	2-114

Description and Authority

E.1. Description

The U.S. Coast Guard oversees commercial vessel safety and operations and hazardous material transport and enforces standards for domestic and foreign flag vessels. The Coast Guard also provides a safeguard to the nation's ports, waterways, port facilities, vessels, persons, and property in the vicinity of the port from accidental destruction, damage, loss, injury, or environmental harm.

E.2. Authority

Various sections of Titles 14, 16, 33, 46, and 50 U.S.C. contain authority to conduct the Coast Guard's marine safety mission.



Marine Safety Program

E.3. Unit Requirements

Unit requirements in support of the Marine Safety Program consist of the following:

- (01) Receiving and relaying information regarding commercial vessel operations such as special interest vessels, dangerous cargo transfer, and bulk liquid cargo transfers.
- (02) Educating the public regarding closure of navigable waterways, marine events, limited access areas, or other port conditions.
- (03) Transporting specially trained boarding teams.
- (04) Providing escorts of vessels.
- (05) Performing harbor patrols and patrols of limited access areas to detect and intercept intruders or possible threats to controlled ports.

All of the above activities will be coordinated between the cognizant COTP and the unit's Operational Commander.

Ports and Waterways

E.4. Mission Components/ Purpose

The chief mission components of units engaged in ports and waterways operations are:

- (01) To minimize deaths, personal injuries, and property loss or damage associated with vessels and onshore and offshore facilities engaged in commercial, scientific, or exploratory activity in the marine environment.
- (02) To protect the navigable waters and adjacent shore areas of the U.S. and adjacent resources from environmental harm.
- (03) To prevent pollution of the marine environment from accidental or intentional discharges of oil, hazardous substances, dredged spoils, sewage, and wastes from vessels.



E.5. Unit Responsibilities

When ports and waterways patrol is directed by the Sector Commander, units shall:

- (01) Survey waterfront facilities to provide baseline data of facility capability that would be useful in emergency response.
- (02) Monitor port operations including certain types of marine events.
- (03) Locate and report the presence of oil or hazardous substance pollution around vessels and along the waterfront.
- (04) Locate and report the presence of dangerous or illegal conditions or situations, such as improperly moored vessels, vessel or waterfront fires, or oil spills.



Section F. Military Operations (MILOPS)

Introduction

Safeguarding America's maritime security through complementary and non-redundant military and law enforcement capabilities is the Coast Guard's unique contribution to U.S. national security. Maritime security is a critical element in ensuring homeland security and protecting critical infrastructure, enforcing sovereignty, and defending American citizens and interests.

In this section

This section contains the following information:

Title	See Page
Description and Authority	2-116
MILOPS Support and Planning	2-117
Port Operations	2-118

Description and Authority

F.1. Description The Coast Guard has five major national defense capabilities:

- (01) Coastal Sea control
- (02) Maritime interception operations
- (03) Military environmental response operations
- (04) Port operations security and defense
- (05) Peacetime military engagement

In the U.S., these capabilities are used to meet the United States Coast Guard's *Title 14 U.S.C.* responsibilities. It is likely that units will be directly or indirectly involved in performance of or support to the Coast Guard's national defense missions.



F.2. Authority

The statutory authority for the Coast Guard's national defense role is contained in *Title 14 U.S.C. Sections 1, 2, and 141. Title 14* states that the Coast Guard shall be a military service and a branch of the armed forces at all times.

The Coast Guard is specifically authorized to assist the Department of Defense in performance of any activity for which the Coast Guard is especially qualified. The Coast Guard's national defense role is to provide non-redundant, complementary naval forces that support the National Military Strategy. The use of the Coast Guard's capabilities and resources in support of the National Military Strategy is addressed by the Oct 1995 DOT/DoD *Memorandum of Agreement (MOA)*, which is currently undergoing reissue by DoD/DHS.

MILOPS Support and Planning

F.3. MILOPS Support

The Coast Guard's role in National Military Strategy is to assist the Department of Defense (DoD) in activities in which it is especially qualified, including:

- (01) Maritime Safety and Security
- (02) Maritime Law Enforcement
- (03) Marine Environmental Protection
- (04) Marine Mobility (includes ATON)
- (05) National Defense (includes conducting military and defense operations in peacetime, smaller scale contingencies, military operations other than war, and major theater war)

F.4. MILOPS Planning

COTP planners will normally coordinate unit involvement in the MILOPS planning process. The COTP is responsible for the security of vessels and waterfront facilities in the port, as well as the safety of the general public and environment. It is likely that when supporting or performing MILOPS missions, units will be tasked by the cognizant COTP through their Operational Commander. Selected Sector forces may be placed under the tactical control of a DoD command to execute specific Homeland Defense missions.



Port Operations

F.5. Security and Defense Role

In the wake of the USS COLE (DDG-67) incident, the terrorists attacks of September 11th 2001, and Operations ENDURING FREEDOM and IRAQI FREEDOM, the Coast Guard's wartime port security role has grown significantly with Coast Guard forces being included in DoD OPLANs and validated in action. Under the mandates of the Espionage Act, the Magnuson Act and related Executive Orders, the Coast Guard has explicit responsibility to maintain the security of the nation's ports and harbors.

F.5.a. Deployable Specialized Forces

In keeping with the rich history and tradition of Coast Guard boarding operations, the U. S. Congress mandated the establishment of deployable specialized forces (DSF). The specific statutory basis for the Coast Guard DSF is 46 USC 70106:

(a) Establishment-

- (1) IN GENERAL- To enhance the domestic maritime security capability of the United States, the Secretary shall establish deployable specialized forces of varying capabilities as are needed to safeguard the public and protect vessels, harbors, ports, facilities, and cargo in waters subject to the jurisdiction of the United States from destruction, loss or injury from crime, or sabotage due to terrorist activity, and to respond to such activity in accordance with the transportation security plans developed under section 70103.
- (2) ENHANCED TEAMS- Such specialized forces shall include no less than two enhanced teams to serve as deployable forces capable of combating terrorism, engaging in interdiction, law enforcement, and advanced tactical maritime security operations to address known or potentially armed security threats (including non-compliant actors at sea), and participating in homeland security, homeland defense, and counterterrorism exercises in the maritime environment.
- (b) Mission- The combined force of the specialized forces established under subsection (a) shall be trained, equipped, and capable of being deployed to—
 - (1) deter, protect against, and rapidly respond to threats of maritime terrorism;
 - (2) conduct maritime operations to protect against and disrupt illegal use, access to, or proliferation of weapons of mass destruction;
 - (3) enforce moving or fixed safety or security zones established pursuant to law;



- (4) conduct high speed intercepts;
- (5) board, search, and seize any article or thing on or at, respectively, a vessel or facility found to present a risk to the vessel or facility, or to a port;
- (6) rapidly deploy to supplement United States armed forces domestically or overseas;
- (7) respond to criminal or terrorist acts so as to minimize, insofar as possible, the disruption caused by such acts;
- (8) assist with facility vulnerability assessments required under this chapter; and
- (9) carry out any other missions of the Coast Guard as are assigned to it by the Secretary.
- (c) Minimization of Response Times- The enhanced teams established under subsection (a)(2) shall, to the extent practicable, be stationed in such a way so as to minimize the response time to maritime terrorist threats and potential or actual transportation security incidents.
- (d) Coordination With Other Agencies- To the maximum extent feasible, the combined force of the specialized forces established under subsection (a) shall coordinate their activities with other Federal, State, and local law enforcement and emergency response agencies.



F.6. Unit Requirements

Unit requirements in support of MILOPS consist of the following:

- (01) Provide credible presence and conduct surveillance of critical maritime areas.
- (02) Detect, classify, and identify targets of interest, and intercept and prosecute targets as directed.
- (03) For those units whose AOR contains a designated strategic port, conduct boarding as necessary of vessels in and around strategic ports during Threat Conditions (MARSEC).
- (04) For those units whose AOR contains a designated strategic port:
 - a) Conduct boardings as necessary of vessels in and around strategic ports consistent with operational guidance.
 - b) Maintain capability to take necessary actions to detect, deter, intercept, and incapacitate hostile vessels.
 - c) Conduct patrols as necessary.
 - d)Conduct boardings and support missions to DoD as directed.

All the above activities will be coordinated by the Sector.



Section G. Ports, Waterways and Coastal Security (PWCS)

Introduction

The Coast Guard Ports, Waterways and Coastal (PWCS) mission is to prevent and disrupt terrorist attacks, sabotage, espionage, or subversive acts in the maritime domain and the U.S. Marine Transportation System (MTS). To conduct the PWCS mission the Coast Guard employs a maritime security governance approach that includes maritime security regime, maritime domain awareness, and maritime security and response operations (MSRO) components. For the purposes of this manual, the focus is on MSRO activities conducted in the inshore and near-shore regions. Leveraging Captain of the Port authorities and the Coast Guard's relationships with State and local authorities, as well as the maritime industry, MSRO activities contribute to the layered defense established to protect the Nation's interests. See Reference (qq).

In this section

This section contains the following information:

Title	See Page
Description	2-121
Authorities	2-122
Definitions	2-122
Unit Responsibilities	2-124

Description

G.1. Description

The Boat Forces mission sets most used in PWCS/MSRO activities include:

- (01) Patrols
- (02) Awareness, Surveillance and Tracking
- (03) Fixed Security Zone Protection
- (04) Vessel Escorts
- (05) Security Boardings



Authorities

G.2. Authorities

Authorities governing PWCS missions are outlined in References (d), (qq), (rr), and (ss).

Definitions

G.3. Patrol

The purpose of a patrol is to maintain varied and unpredictable presence and increased awareness in order to detect, deter, and/or disrupt the surveillance, planning, and/or execution of activities by terrorists in the maritime domain. Increased presence also enhances the USCG's readiness to respond to events or suspicious activity and to mitigate the consequences of a maritime Transportation Security Incident (TSI). The goal of patrol activity is to:

- (01) Deter unlawful activity.
- (02) Detect unlawful activity.
- (03) Preempt or interdict unlawful activity.
- (04) Maintain organizational situational awareness.

Patrol and presence activities should be conducted by a mix of air, surface, and shore assets when possible in order to make USCG presence less predictable and to expand our awareness and visibility of both the water and shoreside approaches to Maritime Critical Infrastructure and Key Resources (MCI/KR).



G.4. Awareness, Surveillance, and Tracking

The purpose of awareness, surveillance and tracking is to ensure real time knowledge of location and movements of all High Interest Vessels (HIVs), High Value Units (HVUs), Certain Dangerous Cargos (CDC) vessels and High Capacity Passenger Vessels (HCPVs). An objective is that no vessel 300 GT or greater shall enter port without USCG knowledge and authorization.

Situational awareness includes status of friendly vessels, HIVs, HVUs, CDC vessels, facilities, and HCPVs. Sustain situational awareness through a combination of fixed sensors, surface and aerial surveillance of ports, offshore approaches, and coastal areas, as well as shoreside patrols at waterfront facilities. The use of technologies that will allow all weather and all illumination identification, classification, tracking, etc. is essential and should be used when available and possible to maximize situational awareness/MDA.

G.5. Fixed Security Zone Protection

The purpose of fixed security zone protection is to either (a) protect people and prevent damage or injury to vessels or waterfront facilities; or (b) prevent or respond to an act of terrorism.

Fixed security zones are primarily aimed at providing protection against surface attacks. However, assets enforcing fixed security zones will maintain awareness of airborne, shoreside, and underwater threats and will, if circumstances and capabilities permit, take defensive/enforcement action, as appropriate.

G.6. Vessel Escorts

The purpose of vessel escorts is to protect the vessel under escort, as well as key port areas through which they transit, from the effects of a successful external attack and/or the potential release of CDCs.



Unit Responsibilities

G.7. Unit Responsibilities

Units must remain prepared, equipped and trained to conduct MSRO activities. Boat Force units patrol ports, waterways, coastal or offshore areas of the U.S. or U.S. territories to provide presence, monitor activity, gather information, and generally increase awareness. Patrols aim to detect, deter, and disrupt the activities, surveillance, planning and execution of terrorism, sabotage, espionage, and other subversive acts.

Units may be called upon to conduct any of the following MSRO activities:

- (01) Maritime Critical Infrastructure/Key Resource Patrols.
- (02) Fixed Security Zone Patrol.
- (03) Small Vessel Security Boardings.
- (04) Positive Control Measures.
- (05) Escorts.
- (06) Military Outload Protection.
- (07) Surge Operations.



Section H. Short Range Aids to Navigation (SRA)

Introduction

Short Range Aids to Navigation (SRA) promotes the safety of marine transportation and commerce on United States navigable waters by establishing, maintaining, and operating visual and sound signals to mark safe water or warn of dangers. This program also develops and enforces private aids to navigation regulations.

In this section

This section contains the following information:

Title	See Page
Description and Authority	2-125
Aids to Navigation	2-126

Description and Authority

H.1. Description

Other than Buoy Tenders and ANTs, most units do not have assigned Aids To Navigation (ATON) responsibilities. All units have a responsibility to report ATON which appear to be missing, off-station, or operating improperly. Units with assigned ATON responsibilities (i.e., primary or secondary responsibility) shall normally have specially trained ATON personnel, as well as specialized boats and equipment to accomplish their assigned mission.

H.2. Authority

Authority for the Coast Guard's ATON program is covered under *Sections 2 and 81 of Title 14 U.S.C.*



Aids to Navigation

H.3. Unit Responsibilities

Units without specific ATON responsibilities may be requested to position floating ATON within 10 meters of assigned position, as time, resources, and platform limitations permit.

In addition, personnel assigned to units may be requested to perform the following:

- (01) Seek out methods to improve the system of ATON in their AOR, forwarding suggestions to the proper authority.
- (02) Collect and report information regarding discrepant aids 100% of the time.
- (03) Receive, report, and record weather observations as required to facilitate ATON operations.
- (04) Transit their AOR and report on the status and condition of ATON, including hazards to navigation.



Section I. Marine Environmental Protection (MEP)

Introduction

The Coast Guard's Marine Environmental Protection (MEP) mission primarily protects public health and safety, natural resources, property, and economic resources and activities from the consequences of oil and hazardous material incidents through prevention and, if prevention fails, appropriate response.

In this section

This section contains the following information:

Title	See Page
Description and Authority	2-127
MEP	2-127

Description and Authority

I.1. Description

The enforcement of pollution laws is primarily accomplished by COTP / Marine Safety personnel. Unit personnel actively enforce marine pollution laws by detecting, investigating, and reporting violations of law relating to marine environmental pollution as well as each instance of pollution.

I.2. Authority

Various specific laws, treaties, and sections of Title 16 U.S.C. contain authority to conduct the Coast Guard's MEP mission.

MEP Program Objectives and Response

I.3. MEP Program Objectives

Objectives of the MEP program of particular applicability to unit operations include:

- (01) Minimize damage caused by pollutants released into navigable waters.
- (02) Overcome or reduce threats to the marine environment caused by potential spills of oil or other hazardous substances.

I.4. Pollution Response

Pollution response activity must be coordinated with the cognizant COTP / Marine Safety personnel.

While underway or engaged in unit operations, unit boats often detect pollution incidents or other violations of related laws and regulations.



Units should:

- (01) Report apparent pollution violations/observations to the cognizant COTP / Marine Safety personnel, via the chain of command, and await instructions.
- (02) If a visual, on-site investigation is indicated, and the COTP / Marine Safety personnel has determined it is safe to do so, the unit may be requested to further investigate for source or cause.
- (03) Due to the potential hazardous nature of pollution materials and the lack of protective equipment, units first on scene should not engage in any other activity unless specifically directed to do so by the COTP / Marine Safety personnel.



I.4.a. Oil Spill

When responding to an oil spill, unit personnel should be prepared to take the following actions:

- (01) Report discharges (and threatened discharges) through the chain of command. If the information can be determined safely, include the following:
 - a) Nature, amount, and location of the pollutant.
 - b) Apparent potential impact on public health and the environment (e.g. environmentally sensitive areas, water intakes, beaches, etc.).
 - c) Countermeasures that seem necessary to adequately contain, control, or remove the pollutants.
- (02) Unit personnel must remain aware of the potential that discharges/spills contain hazardous materials and must use appropriate risk assessment tools in accordance with the ORM process prior to taking any action.

NOTE &

No specific containment mitigation investigation or sampling should be undertaken without express permission of the COTP and then only within the bounds of appropriate hazardous waste training.



CHAPTER 6 Boat Force Operations Insignia Criteria

Introduction

The Boat Force operations community is the Coast Guard's primary source of direct service to the public and executes missions to support all five Strategic Operational Goals. The Boat Force Operations Insignias are intended to identify those Coast Guard personnel currently working in the Boat Force operations field and to recognize the commitment of Coast Guard members who have repeatedly served in the community. More Boat Forces insignia information, including award templates and supporting forms are posted on the Office of Boat Forces website: http://cgweb.comdt.uscg.mil/G-RCB/Insignia.htm

Description and Design

Two color schemes are used to designate levels of professional development using pewter-tone waves (representative of operations), crossed boathook and oar (representative of boats), and a superimposed compass rose (representing leadership and direction).

Pewter-tone highlighted with a gold compass rose is used to further distinguish those members of the Boat Force operations community who have achieved a heightened level of qualification, knowledge and experience that includes both practical and operational components, with a broader understanding and appreciation for Boat Force command, management, support and leadership issues.

Entitlement

Enlisted members and officers of the Coast Guard, Coast Guard Reserve (including inactive Reservists), Coast Guard Civilians, and Coast Guard Auxiliary, who complete the criteria listed below, are entitled to wear the Boat Force Operations Insignia.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
Α	Pewter-Tone Insignia	2-131
В	Gold- and Pewter-Tone Insignia	2-133



Section A. Pewter-Tone Insignia

A.1. Insignia



Figure 2-1 Pewter-Tone Insignia

A.2. Service Requirements

Permanent entitlement requires five years of cumulative service at Boat Force field units.

A.3. Boat Force Units

The following qualify as Boat Force units:

- (01) Aids to Navigation Teams (ANTS)
- (02) Centers of Excellence (NMLBS, BFCO, SMTC)
- (03) MFPU
- (04) MSST/MSRT
- (05) MSU/MSD
- (06) **PSU**
- (07) Sector
- (08) Standardization Teams
- (09) Stations
- (10) Strike Teams
- (11) Cutters
- (12) Commandant (CG-731)

Cutters, Sector: only service in a billet with direct and regular involvement in boat operations qualifies (CO/OIC determination).

Units not listed above may submit a written request for determination of eligibility to Commandant (CG-731) via their chain of command.

Coast Guard Auxiliary service requirements include a minimum of 1 day per week of support, patrol, or watches at a Boat Force unit for 5 years (or an equivalent amount of service representing a prolonged and dedicated commitment directly impacting Boat Force operations community).



A.4. Qualification Requirements

Qualification requirements are to obtain Boat Crew Member (BCM) qualification code (enlisted) or certification letter (officer) per Reference (uu).

For Auxiliary members, qualification requirement includes attainment of Auxiliary boat crew qualification completed in accordance with Auxiliary qualification requirements.

A.5. Command Responsibilities

Command responsibilities include:

- (01) Attain favorable recommendation from the member's chain of command.
- (02) Ensure all requirements have been met.
- (03) Document issuance with an Administrative Remarks Form CG-3307.
- (04) Issue Boat Force Operations Insignia certificate. See Commandant (CG-731) web site, Boat Force Operations Insignia Certificate (Basic), Form CG 5068.
- (05) If issuing a temporary entitlement, then Boat Force Operations Insignia Certificate (Basic), Form CG-5068 will include the note "(Temporary)" following the member's name.

A.6. Temporary Entitlements

Temporary issuance requires the following:

- (01) Service at present boat force unit for at least 6 months.
- (02) Complete qualification requirements found in paragraph A.4
- (03) Command approval.

A.7. Manner of wear

The pewter-tone insignia will not be worn in conjunction with the Coxswain, Surfman or gold- and pewter-tone Boat Force Operations Insignia.

Auxiliary members are authorized to wear *both* the Auxiliary Coxswain insignia and the pewter-tone insignia together.



Section B. Gold- and Pewter-Tone Insignia

B.1. Insignia



Figure 2-2 Gold- and Pewter-Tone Insignia

B.2. Service Requirements

Permanent entitlement requires five years of cumulative service at Boat Force field units as defined in *Part 2, Chapter 6, Section A, Pewter-Tone Insignia, paragraph A.3.*

Temporary entitlement is not authorized.

B.3. Qualification Requirements

Qualification requirements are as follows:

- (01) Attain Boat Crew Member qualification code (enlisted) or certification letter (officer).
- (02) Attain Boarding Team Member or Boarding Officer qualification code (enlisted) or certification letter (officer) by completing the PQS promulgated in Reference (tt). (Auxiliary members are exempt from this requirement.)
- (03) Attain Boat Forces Operations qualification code (enlisted) or certification letter (officer) by completing the PQS in Reference (uu). Command Cadre at a Station or Aids to Navigation Team (ANT), by virtue of their successful service in these positions, have gained the knowledge and experience associated with the PQS and are therefore exempt from this requirement.
- (04) Attain a favorable recommendation from the member's chain of command.



B.4. Prior Qualification Criteria

Personnel who met all of the following criteria prior to 1 September 2002 are entitled to wear the gold- and pewter-tone insignia:

- (01) Five years of cumulative service at Boat Force field units as defined in this Manual Part 2, Chapter 6, Section A of this Manual, Pewter-Tone Insignia, paragraph A.1.
- (02) For three of the five years, members must have filled one of the following positions at a Boat Forces shore unit:
 - a) Qualified Sector Operations Center Watch.
 - b) Assistant and/or Operations Officer.
 - c)EO/EPO.
 - d)XO/XPO.
 - e)CO/OIC.
- (03) Two of the five years of qualifying service as an active member of a unit's Ready for Operations program or a Readiness and Standardization Team member. This includes legacy units such as District/Sector staff or COEs in which members performed duties directly related to the Ready for Operations Program or the Readiness and Standardization Program.

The CO shall evaluate the member's record to ensure this requirement has been met.

B.5. Command Responsibilities

Command responsibilities include:

- (01) Attain favorable recommendation from the member's chain of command
- (02) Ensure all requirements have been met. The completion of all qualifications must be documented in TMT. For personnel completing the required qualifications under TDY orders the unit providing the training must also provide the input documentation.
- (03) Document issuance with an Administrative Remarks Form CG-3307.
- (04) Issue Boat Force Operations Insignia Certificate. See Commandant (CG-731) web site, Boat Force Operations Insignia Certificate (Advanced), Form CG 5067.

B.6. Manner of Wear

The gold- and pewter-tone insignia may be worn in conjunction with the Coxswain, Surfman, or Cutterman insignia.

The gold- and pewter-tone insignia shall not be worn with the pewter-tone Boat Force Operations insignia.



CHAPTER 7 Recognition Awards

Introduction

The purpose of recognition awards is to recognize exceptional achievement by Boat Forces units.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Sumner I. Kimball Readiness Award	2-136
В	Joshua James Ancient Keeper Award	2-138
С	Fireman First Class Paul Clark Engineering Award	2-142
D	CDR Ray Evans Coxswain Award	2-144



Section A. Sumner I. Kimball Award

Introduction

This award recognizes boat materiel condition, excellence in crew proficiency, boat and personal protective equipment condition, and compliance with established training requirements as essential readiness components.

A.1. Origin

This award program is named for Sumner I. Kimball, whose service spanned from 1861 to 1915. Dr. Dennis Noble, a historian of the U.S. Life-Saving Service, wrote of Kimball: "Kimball was unquestionably the driving force behind the United States' possessing a first-class lifesaving organization. Much of the present-day Coast Guard's highly regarded reputation as a humanitarian organization is the result of his organizational skills and management abilities. Many of the routines that he established, such as constant drills with rescue equipment, are just as important today as they were more than a century ago." A link to The Office of Boat Forces page providing current and previous award recipients is provided below.

http://cgweb.comdt.uscg.mil/G-RCB/KimballReadiness_Award.htm

A.2. Eligibility

Eligibility for the award is based on the Readiness and Standardization (STAN) Assessment scoring criteria contained in Part 5, Chapter 3 of this Manual.

The minimum score to qualify for the award is 45 points. If a unit receives a score of zero (0) in any of the sections (for example, a unit receives a zero in the knowledge based written test section), they are not eligible for the award. The unit's designated standard platform(s) must receive either *Bravo* or *Bravo Restricted* assessment upon arrival.

Commandant (CG-731) makes the final award determination.

- (01) *Bravo* means the platform did not have any disabling or restrictive casualties that were discovered during the assessment or full power trial.
- (02) *Bravo Restricted* means the platform had one or more restrictive discrepancies that were properly waived before the assessment commenced and no more disabling or restrictive discrepancies were found during the assessment or full power trial.
- (03) Designated standard platform(s) means the standard platform(s) that the unit selects for their Kimball award eligibility prior to beginning the Standardization Assessment.



A.3. Designated Platforms

The number of designated standard platforms whose "Upon Arrival" assessment will be used to determine Kimball Award eligibility will be dependent on the total amount of standard platforms attached to the unit as follows:

If unit has standard platforms	Then of the standard platform(s) are evaluated for Kimball score.
2	1
3	2
4	2
5	3
6+	60%

Table 2-10 Designated Platforms

A.4. Recognition

Boat Forces units meeting the provisions of this award program will be presented with the Sumner I. Kimball pennant for temporary exterior display on the unit flagpole and a plaque for permanent interior display. The unit is authorized to fly the pennant until completion of the next STAN assessment visit. If the unit earns a subsequent award, the pennant will remain in place, and the subsequent award date shall be added to the Sumner I. Kimball plaque.

A.6.a. Notification

Commandant (CG-731) will notify the unit in writing, via the chain of command, of the award authorization. An appropriate ceremony for the presentation of the plaque and pennant should be scheduled.



Section B. Joshua James Ancient Keeper Award

Introduction

The purpose of the Joshua James Ancient Keeper Award is to recognize those who have exemplified the finest traits of maritime professionalism and leadership, like Joshua James.

B.1. Origin

The Joshua James Ancient Keeper Award was established to honor longevity and outstanding performance in Coast Guard boat operations. The award's namesake, Captain Joshua James, is the most celebrated lifesaver in Coast Guard History with 626 lives saved. Only those who have exemplified the finest traits of maritime professionalism and leadership, like Joshua James, were appointed as station keepers. The Joshua James Ancient Keeper Award recipient will hold the distinction until retirement, release from active duty, or upon display of unsatisfactory performance or conduct. One officer or enlisted member will hold the title at any given time.

B.2.a. Description

The award is a large bronze and wooden display plaque, which depicts Joshua James and an original lifeboat. This plaque will be kept on permanent display at the Hull Lifesaving Museum in Hull, Massachusetts, and display the names of all award winners. Duplicates will be displayed at the Boat Forces Command Cadre school, Boatswain's Mate "A" school and Coast Guard Headquarters. A miniature version of the plaque is presented to the new recipient upon transfer of the award.

- (01) The award recipient will receive custody of the United States Life Saving Service Keeper's hat and the other regalia that will be transferred during the award ceremony.
- (02) The award recipient will also be given a nametag, which is an authorized item for the prescribed uniform of the day. The nametag is 5/8 inch by 3-3/16 inch in size and has black lettering on a gold background. The lettering size shall be ½ inch for the individual's last name and 3/16 inch for the legend "Joshua James Ancient Keeper." Commandant (CG-731) will fund and procure two nonstandard nametags per recipient.
- (03) The recipient is authorized to wear these items during subsequent retirement ceremonies, commissioning, decommissioning, and other appropriate gatherings in holder capacity as holder of the Joshua James Ancient Keeper Award.
- (04) Award items shall not be worn as a replacement for authorized uniform parts during unit inspections, daily routine (items other than nametags), or as part of civilian clothing. They should be kept in-an appropriate display case when not in use.



B.2.b. Eligibility

To be eligible, a candidate shall:

- (01) Be a Coast Guard officer or enlisted member who has served on continuous active duty with ten or more years of accumulated service at Boat Forces units, of which five years shall have been as commanding officer or officer in charge.
- (02) Be qualified as a Coxswain in accordance with directives and guidelines in effect at the time of certification. Certification must have been completed on a boat that is attached to a shore unit and designated by Commandant as a standard boat of 30 feet or greater in length.
- (03) Have not received a derogatory report for any Officer Evaluation Report (OER) and/or must have maintained Good Conduct eligibility, and have not received a mark less than "4" in the professional dimensions of Integrity, Loyalty, and Respecting Others for enlisted evaluations.
- (04) Officers with enlisted service must have maintained Good Conduct eligibility, and not received a mark less than "4" in professional dimensions of Integrity, Loyalty, and Respecting Others on their enlisted evaluations.
- (05) Be eligible to hold the distinction for at least one year.
- (06) Have a distinguished record of seamanship and leadership in the Boat Forces community.

B.2.c. Selection Criteria

The Joshua James Ancient Keeper will be selected from the group of candidates meeting the above criteria on the following basis:

The candidate who meets the performance requirements and has the most cumulative service at Boat Force units will be chosen. For the purpose of this instruction, Boat Force units include: Stations, Station Smalls, Aids to Navigations Teams, Station Aids to Navigation Teams (STANTs), Groups/Sectors, Marine Safety Units (MSUs), Marine Safety Detachments (MSD) with boat allowance, Maritime Force Protection Units (MFPUs), Marine Safety and Security Teams (MSSTs), Maritime Security Response Team (MSRT), Port Security Units (PSUs), and Centers for Excellence (National Motor Lifeboat School, Boat Forces Center, UTB Systems Center, Special Mission Training Center, Boat Forces Standardization Team).

- (01) In the case where candidates have the same amount of cumulative service at Boat Force units, the member who possesses the most service as commanding officer or officer in charge will be selected.
- (02) The award may be earned only once by any individual.



B.2. Recipients Duties and Responsibilities

Award recipients are charged with oversight of Coast Guard boat operations to ensure that the Service's tradition of professionalism remains intact. Ancient Keeper shall serve as chair of the BFAC for the same span that the award is held. Award winners should be invited by Area, District, Sector and Unit commanders to attend and take part in any official ceremony which involves our boat community. In addition to Station commissioning, decommissionings, dinings in/out, and changes of command, recipients should participate in public affairs events and public ceremonies that highlight our rich heritage. Recipients should also speak at one Coxswain, Surfman, or Boat Force Command Cadre resident course annually. Travel will be funded by Commandant (CG-731). Award holders should notify Commandant (CG-731) by message, letter, or e-mail at least annually, listing the events attended in their capacity as Ancient Keeper.

B.3. Nominations and Selection Process

Commandant (CG-731) will solicit nominations via ALCOAST upon notification of the incumbent award holder's retirement, release from active duty, or unsatisfactory conduct. District Commanders shall submit nominations to the Commandant (CG-731) using the format provided on the Office of Boat Forces Website at http://cgweb.comdt.uscg.mil/G-RCB/JoshuaJames.htm.

Nominations shall not exceed two pages.

The steps in the selection process are as follows:

- (01) The incumbent Ancient Keeper and Commander, Coast Guard Personnel Service Center (PSC) will notify Commandant (CG-731) as soon as it is determined that the incumbent Ancient Keeper is retiring or being released from active duty in order to facilitate timely selection and change of watch.
- (02) Commandant (CG-7) shall promulgate an ALCOAST message with notification pending Ancient Keeper vacancy and solicitation for nominations of qualified candidates to be submitted via district commanders. District commanders shall not submit more than one nomination package. Each district should nominate the most deserving of the award per the outlined criteria. Headquarters units shall submit nominations directly to Commandant (CG-731).
- (03) Commandant (CG-731) shall review the nominations and select the nominee who best meets the outlined criteria, and will submit selection to Commandant (CG-00) for approval.



B.4. Award Ceremony

Commandant (CG-731) will arrange for formal announcement of the award. The incumbent's command will host the official ceremony that recognizes the transfer of this title. It should be conducted on or immediately prior to the incumbent's official date of retirement or release from active duty. The incumbent's command shall assign a project officer and Commandant (CG -731) will also assign a project officer to liaise and assist with the planning as necessary.

Commandant (CG-731) will provide funding for travel and per diem for the principals to participate in appropriate ceremonies. Funding for the spouse of the Ancient Keeper select will be funded in accordance with Reference (vv). Commandant (CG-731) will serve as the Travel Approving Official for the purposes of the Joshua James Ancient Keeper Award Ceremony.



Section C. Fireman First Class Paul Clark Engineering Award

Introduction

The purpose of the Fireman First Class Paul Clark Boat Forces Engineer Award is to recognize exemplary boat forces engineers. Only those engineers who demonstrate sustained superior performance, proficiencies and leadership should be nominated for the Fireman First Class Paul Clark Boat Forces Engineer Award. Nominees must reflect our Core Values of Honor, Respect, and Devotion to Duty and be a role model whom his or her crew members strive to emulate.

C.1.a. Origin

The award's namesake, Fireman First Class Paul Clark, was honored with the Navy Cross for extraordinary heroism while serving as engineer of a landing boat during an assault on an occupation of French Morocco in 1942. When a hostile aircraft strafed his boat with machinegun fire, mortally wounding the bowman and severely injuring the Coxswain, Fireman Clark quickly assumed control of the craft and immediately withdrew from the beach. He sped to an offshore ship, placed the wounded men aboard and; although his craft was riddled with enemy gunfire, courageously returned to his station at the beach and completed his boat's mission.

C.1.b. Description

The award recipient will receive:

- (01) A miniature plaque which depicts an original lifeboat with a brief inscription.
- (02) The award's recipients name inscribed on a large bronze and wooden plaque permanently displayed at Machinery Technician "A" school in Yorktown, Virginia, and Coast Guard Headquarters.

C.1.c. Eligibility

To be eligible, a candidate shall:

- (01) Be active duty or reserve; E-3(with designator) through E-6.
- (02) Be a certified boat engineer.
- (03) Be assigned to a Boat Forces unit during the entire designated calendar year.
- (04) Be in compliance with Coast Guard weight standards.
- (05) Have no non-judicial punishment, no civil convictions, have a mark of "Satisfactory" in Conduct and no mark less than "4" on his or her enlisted performance evaluation form (CG-3788E, F, G) during the entire eligibility period.



C.1. Nominations and Selection Process

The nominations and selection process will adhere to the following guidelines:

- (01) Commandant (CG-731) will solicit nominations during the month of February each year. All nominations shall be submitted by the nominee's commanding officer/officer in charge to the Commandant (CG-731) via the chain of command using the format using the format provided on the Office of Boat Forces Website at http://cgweb.comdt.uscg.mil/G-RCB/PaulClarkAward.htm
- (02) Nominations shall not exceed three pages.
- (03) The Office of Boat Forces will convene a selection panel during March.
- (04) The Selection panel will consist of representatives from the Office of Boat Forces, Boat Forces Center, National Motor Lifeboat School, The Master Chief Petty Officer of the Coast Guard, and the Machinery Technician's Rating Force Master Chief.
- (05) The panel will select an award recipient based on the criteria listed above.
- (06) A selection will be made and recommendation forwarded to Commandant (CG-731) by 30 March.

C.2. Award Ceremony

The Office of Boat Forces, will announce the Fireman First Class Paul Clark Boat Forces Engineering Award recipient via message in April. An award ceremony will be held at an appropriate time and location, as soon after the announcement as practical.

Travel expenses for the award recipient, as well as the recipient's spouse, if applicable, will be funded by Commandant (CG-731).



Section D. CDR Ray Evans Coxswain Award

Introduction

The intent of the CDR Ray Evans Outstanding Coxswain Trophy is to recognize exemplary Coxswains. Only those Coxswains who demonstrate sustained superior performance, proficiencies and leadership should be nominated for the CDR Ray Evans Outstanding Coxswain Trophy. Nominees must reflect our Core Values of Honor, Respect, and Devotion to Duty and be a role model whom his or her crew members strive to emulate.

The award nominee's activities shall have occurred during the designated calendar year. The CDR Ray Evans Outstanding Coxswain Trophy winner will hold the distinction for one year.

D.1. Origin

The trophy's namesake, CDR Ray Evans, is one of the most celebrated heroes in Coast Guard history. CDR Evans received the Navy Cross, as a Signalman First Class, for his gallant efforts while fighting alongside fellow Coxswain Douglas Munro on 27 September 1942 at Point Cruz on Guadalcanal. CDR Evans provided covering fire for and evacuated elements of the 1st Battalion, 7th Marines, who were under the command of Lieutenant Colonel Lewis B. "Chesty" Puller. CDR Evans remained at his post for the entire operation and, with every other member of his crew killed or wounded, he maintained control of the boat with one hand on the wheel and continued to fire his automatic machine gun with the other, until the last boat cleared the beach. Only those who displayed extreme acts of combat heroism and other distinguished service were awarded the Navy Cross. CDR Evans demonstrated exemplary performance and superior technical, professional, leadership, and seamanship abilities while operating his Higgins boat.

D.2. Description

The award recipient will receive:

- (01) A miniature plaque, which depicts an original lifeboat, with a brief inscription.
- (02) The recipient's name inscribed on a large bronze and wooden plaque permanently displayed at Boat Forces Center in Yorktown, Virginia, and CoastGuard Headquarters' Office of Boat Forces.



D.2.a. Eligibility

To be eligible, a candidate shall:

- (01) Be active duty or reserve; E-3 (with designator) through E-6.
- (02) Be a certified Coxswain.
- (03) Be assigned to a Boat Forces unit during the entire designated calendar year.

D.2.b. Award Criteria

The award recipient will be the candidate who possesses the strongest combination of:

- (01) Leadership.
- (02) Proficiencies.
- (03) Performance of Duty.

D.3. Nominations and Selection

The Office of Boat Forces, Commandant (CG-731) will solicit nominations during the month of February each year. All nominations shall be submitted by the nominee's commanding officer/officer in charge to the Office of Boat Forces via the chain of command using the format provided on the Office of Boat Forces Website at:

http://cgweb.comdt.uscg.mil/G-RCB/RayEvansAward.htm

- (01) Nominations shall not exceed three pages.
- (02) The Office of Boat Forces will convene a selection panel during March.
- (03) The selection panel will consist of representatives from the Office of Boat Forces Commandant (CG-731), Boat Forces Center, National Motor Lifeboat School, The Master Chief Petty Officer of the Coast Guard (CG-00B), and the Boatswain's Mate Rating Force Master Chief.
- (04) The panel will select an award recipient based on the criteria listed above.
- (05) Selection will be made and recommendation forwarded to Commandant (CG-731) by 30 March.



D.4. Award Ceremony

The Office of Boat Forces Commandant (CG-731) will announce the award recipient via message in April. An award ceremony will be held at an appropriate time and location, as soon after the announcement as practical.

Travel expenses for the award recipient, as well as the recipient's spouse, if applicable, will be funded by Commandant (CG-731).



PART 3 Station Operations

Introduction

This part prescribes policy, standards, instructions, and capabilities pertinent to Coast Guard Station operations.

In this part

This part contains the following chapters:

Chapter	Title	See Page
1	Station Organization and Watch-Standing	3-3
2	Station (Small) Standard Operating Procedures	3-39
3	Heavy Weather Stations	3-49
4	Surf Stations	3-55
5	Level 1 PWCS Units	3-73
6	Pursuit	3-77
7	Ice Rescue	3-81
8	Cutter Boat	3-85
9	Aids to Navigation	3-91

Part 3 – Station Operations





CHAPTER 1 Station Organization and Watch-Standing

Introduction

This chapter provides the basic format for a standard organization of a Coast Guard Station. It also sets forth the minimum requirements for organizing, administering, and operating Stations. This format should be modified only when necessary to meet individual Station requirements.

The CO/OIC shall promulgate the organization manuals for their boat Station. The first section shall cover any general principles desired, including the mission of the Station and any other general information appropriate to the scope of the chapter. The second section shall cover department organization and detailed duties. The third section shall cover watch organization as developed for the Station. The fourth section shall cover the system of unit orders and instructions. Additional sections are authorized as necessary.

Coast Guard Stations shall be organized and operated in accordance with the basic principles contained in References (i) and (ww).

NOTE &

Station-ATON Teams (STANTs) operate under the same organizational principles and requirements as Coast Guard Stations. Policy laid out in this chapter applies to STANTs as well as to Stations.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Station Organization	3-4
В	Mission Requirements and Limitations	3-9
С	Command Cadre	3-11
D	Duties and Responsibilities	3-12
Е	Station Watch Organization	3-24
F	Duty Section Organization	3-26
G	Duty Section Rotation	3-29



Section A. Station Organization

Introduction

The core element of every Station's organizational structure is the duty section. Each Station's organizational structure should be designed to support and develop the duty section's capability to perform assigned missions.

A.1. Unit Functions

The primary functions of every Station include the following:

- (01) TRAIN. Provide essential training for boat crews, boarding teams, and other operations support personnel (e.g. communications watch) for the safe and effective execution of assigned duties.
- (02) MAINTAIN. Accomplish scheduled maintenance and limited repairs for assigned boats and equipment, and perform general housekeeping for unit boats and facilities.
- (03) OPERATE. Successfully execute assigned Coast Guard missions in a safe and effective manner.

Training, maintenance, and operations requirements vary from Station to Station.

A.2. Standard Unit Organization

The standard organizational structure for all Stations shall consist of the Command Cadre (e.g. CO/OIC, XO/XPO, EO/EPO) and the duty section.

A 2 a Factors

Factors affecting the makeup of the Station Command Cadre and duty section shall include:

- (01) District mandated mission and boat readiness requirements.
- (02) Size of the Station and local conditions (e.g. personnel allowance, duty section requirements, number and type of boats assigned, distance to the parent command, and other factors).
- (03) Unit Classification.



A.2.b. Organizational Diagram

Figure 3-1 provides a standard organizational diagram for a Station and Station (Small). All Station functions must be stated in the Station's organization chart. Boat Stations are authorized to make additions or deletions of functions and duties where necessary. However, horizontal changes in the existing chart should be avoided.

The size of the Station and local conditions (e.g. personnel allowance, duty section requirements, number and type of boats assigned, distance to the parent command, and other factors) should determine any necessary changes. Collateral duties or other duties particular to an individual Station may be added to the organizational chart without changing its effectiveness or its basic purpose.

A.3. Unit

A shore Station is a Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty standers, boats, and equipment.

A.3.a. Elements

The elements of a Station include all of the following:

- (01) Multi-mission shore facility
- (02) Duty crew berthing
- (03) Vessel moorings and maintenance
- (04) Operation of boats in support of designated missions
- (05) Administration of Stations
- (06) Provision of Station level training and equipment maintenance



A.3.c. Parent Unit

A parent unit is a Station with one or more subordinate Stations (small). Its Command Cadre allowance may be different from that of a typical Station to account for the increased responsibility associated with the assignment of subordinate Stations (small).

A.3.d. Duty Stander

All Station personnel with the exception of the CO/OIC, XO/XPO, EPO, designated Training Petty Officer (TPO), support and special mission (SSM) positions (e.g. Supply Petty Officer, Food Service Specialist, Administration Petty Officer, Housing Petty Officer, personnel assigned to ATON Duty), and the senior Boatswain's Mate(s) at units with a CO shall stand duty.

Command staff elements (e.g. Deck Department Head, Operations Petty Officer, Weapons/Training Petty Officer, etc.) shall be specifically identified on the unit collateral duties list.



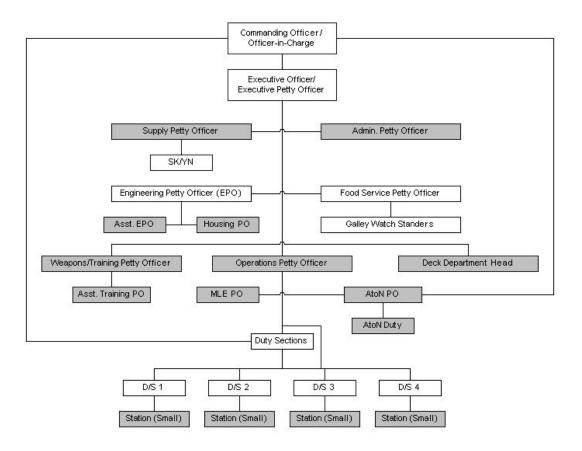


Figure 3-1 Station Organization

NOTE &

Shaded boxes depict unit-specific positions that may or may not be required to address operational or administrative workload demands.

A.4. Station (small)

A Station (small) is a minimally staffed and resource constrained Station that receives operational direction, command, and support from its parent Station. The parent unit has additional personnel to operate a boat from a physical location of the Station (small). Essentially the Station (small) becomes a "remote operating location."



A.4.a. Elements

The elements of a Station (small) include all of the following:

- (01) Multi-mission shore facility
- (02) Duty crew berthing
- (03) Vessel moorings and limited maintenance
- (04) Operate boats in support of limited missions
- (05) Provided with boat and personnel
- (06) Auxiliary-Operated Station (small) may or may not have boats or personnel assigned
- (07) Provide Station level training and limited equipment maintenance
- (08) Provide their own internal supervision
- (09) Receive support and services from:
 - a) Parent Station,
 - b) District Office,
 - c) Sector office,
 - d)Base,
 - e) Integrated Support Command, or
 - f) Other host command.

A.4.c. Auxiliary-Operated Station (small)

A Station (small) that relies on Coast Guard Auxiliary members for its primary duty section staffing for three or more months a year is considered to be an Auxiliary-Operated Station (small). Auxiliary operated units may or may not have an active duty Command Cadre (i.e., OIC).



Section B. Mission Requirements and Limitations

Introduction

This section discusses mission response requirements and gives guidance on self-imposed requirements to be avoided.

B.1. Mission Requirements

District Commanders establish Station mission requirements. Mission requirements are District-wide requirements with regional variations, as required, to meet the demands for Coast Guard services. The workload associated with District-mandated mission requirements will vary based on the Station's Area of Responsibility (AOR), boating activity in the AOR, and the proximity and availability of other Coast Guard assets to meet mission requirements.

Community relations/public affairs activities and responsibilities are embedded in assigned missions (e.g. liaison responsibilities associated with SAR or law enforcement activities).

NOTE &

Response boat readiness requirements are separate and distinct from Station mission requirements.

B.1.a. Response Mission Requirements

Stations shall maintain the appropriate alert status for all Coast Guard missions requiring a response of 24 hours or less.

- (01) Bravo-Zero (B-0) alert is required for missions requiring Coast Guard response within 30 minutes of notification, or less.
- (02) Additional personnel shall be placed in the appropriate alert status when the projected response mission requirements exceed the capability of the primary response crew(s).

Station watch composition (e.g. duty crew) should be limited to the minimum required to support response mission requirements. The number of duty personnel maintaining a B-0 alert status should be limited to the minimum required for appropriate Coast Guard response.



B.1.b. Non-Response Mission Requirements

Stations must carefully manage workload/fatigue risks associated with non-response operational requirements.

- (01) Non-duty crews shall be used to the degree necessary to protect the integrity of the duty crew's response capability.
- (02) Stations should limit personnel to a maximum of 8 hours work/duty for every 24-hour period of non-response missions.

B.2. Mission Limitations

All Stations are resource-constrained, designed to meet specific threats and mission requirements. The unit CO/OIC shall maintain open communication with District Commanders, Sector Commanders to structure tasking and support accordingly.

B.3. Self-Imposed Requirements to Avoid

B.3. Self-Imposed The following are examples the Station CO/OIC should avoid:

- (01) Staffing Auxiliary-operated units with active duty boat crews in order to maintain a Bravo-Zero response capability.
- (02) Staffing duty sections in excess of requirements (communications watch where the Sector has adequate coverage, OOD, security watch, etc.).
- (03) Requiring routine harbor pollution patrols.
- (04) Conducting activities on inland lakes (minus the Great Lakes) and rivers.
- (05) Refusing to close down buildings or portions of buildings so as to maintain "flexibility."



Section C. Command Cadre

Introduction

The Station Command Cadre is responsible to its chain of command and support for overall mission accomplishment, administrative functions, good order and discipline, and maintenance of shore and boat assets.

C.1. Station Command Cadre

The core Command Cadre of a Station is the CO/OIC, XO/XPO, and EPO.

Additional command staff elements should be provided to address operational or administrative workload elements (e.g. Operations PO, Weapons/Training PO, Deck Department Head, ATON Supervisor, Support PO).

C.2. Department Heads

Stations shall normally have a minimum of two departments, a Deck Department and an Engineering Department.

Department Heads should be Senior Petty Officers (i.e., E-6) or Chief Petty Officers. The CO/OIC shall designate department, Assistant Department Heads, and Division Petty Officers in writing. The CO/OIC should only designate Department Heads, Assistant Department Heads, or Division Petty Officers when staffing allows sufficient time for effective management of assigned duties and responsibilities (e.g. 1-in-3 duty, with two or more non-duty days available for assigned duties and responsibilities).



Section D. Duties and Responsibilities

Introduction

This section discusses the duties and responsibilities of Command Cadre, Department Heads, and collateral duty assignments.

In this section

This section contains the following information:

Title	See Page
Command Cadre	3-12
Training	3-14
Support	3-15
Engineering Department	3-17
Deck Department	3-18
Boat Keepers	3-21
Collateral Duties	3-21

Command Cadre

D.1. CO and OIC The duties of the CO/OIC are as follows:

- (01) Perform the duties of the CO or OIC as specified in Reference (i).
- (02) Be responsible for the administration and direction of all activities of the Station.
- (03) Monitor the seamanship proficiency and training of all assigned boat crewmembers, and ensure that personnel assigned to operational duties meet all appropriate recurrent training requirements.



D.2. XO and XPO

The duties of the XO/XPO are as follows:

- (01) Perform the duties of the XO or XPO as specified in Reference (i).
- (02) Assist the CO or OIC generally in the administration of the functions of the Station.
- (03) Serve as Administration Officer unless an independent duty Yeoman (YN) is assigned.
- (04) Serve as Supply Officer unless an independent duty Storekeeper (SK) is assigned.

D.3. EPO The duties of the EPO are as follows:

- (01) Perform the duties of the head of a department as specified in Reference (i).
- (02) Manage the Engineering Department and be responsible to the CO/OIC for the maintenance of boats, associated equipment, vehicles, and the Station facilities.
- (03) Administer the Engineering Department in accordance with all controlling directives.
- (04) Establish and maintain a program for the maintenance and repair of buildings, grounds, boats, and vehicles.
- (05) Establish and maintain a vehicle operator training and qualification program.
- (06) Provide physical security services.
- (07) Approve or reject completed maintenance or repair work based on appropriate standards.
- (08) Initiate action for survey in the event of loss, damage, or destruction of accountable items.
- (09) Maintain liaison with the Supply Department; provide technical advice for procuring and requisitioning engineering materiel, supplies, and allowance list spares.



- (10) Be responsible for procurement, custody, issue, and condition of all general and special tools required by the Engineering Department.
- (11) Establish internal methods and procedures by which maintenance personnel can obtain required material to support the maintenance effort.

Training

D.4. Training Petty Officer

Designated Training Petty Officer (TPO) billets, including designated Surf Trainer billets, manage the unit training program. This includes oversight of the unit's reserve training program and facilitates improvements in reserve readiness for mobilization, reserve administration and reserve education opportunities. The TPO will normally be staffed with a Boatswain's Mate (BM) equal to the pay grade of the XPO, but not less than E-6. Units assigned a TPO billet (this does not pertain to units with collateral duty TPO) will assume a day worker status and are not intended to be duty watch personnel. See *Part 3, Chapter 1, Section D, Duties and Responsibilities paragraph D.13*. The TPO shall maintain Coxswain qualifications on all platforms assigned in accordance with this Manual *Part 4*, Boat Crew Training, or as directed by the CO/OIC. The TPO shall maintain certification as Boarding Officer in accordance with Reference (tt). The TPO shall work directly for the XO/XPO.

D.4.a. Surfman Trainer

In addition to the duties of the Training Petty Officer (see Section D.4), the Surfman Trainer shall train prospective Heavy Weather Coxswains and Surfmen. The Surfman Trainer is not considered part of the Command Cadre and fills a designated Surfman billet and as such is available to stand duty in the Surfman rotation. The duty rotation shall be mandated by the CO/OIC so that the surfman trainers experience and knowledge will be available to all duty sections. Surfman Trainer duty shall be as needed by the training program not only when surf conditions exist. The CO/OIC shall ensure collateral duties are commensurate to assigned Surfman Trainer duties and do not interfere with the Surfman Trainer's primary job of training prospective Heavy Weather Coxswains and Surfmen. Surfman Trainers shall attend the Coast Guard's Instructor Development Course, course code 230140, within one year of being placed in the Surfman Trainer billet. Surfman Trainers shall work closely with the National Motor Lifeboat School to ensure adherence to standardized training techniques to the maximum extent possible.



Support

D.5. Support Petty Officer

The position of Support Petty Officer (SPO) was created to reduce/ eliminate the Station finance, supply, and administrative workload from the Station's Command Cadre. The SPO position will be Storekeeper (SK) billet. These positions are day-worker positions and not intended to be Station duty stander positions. The SPO may perform the following duties:

- (01) Budgeting and accounting for, purchase/requisition, receipt, inspection, issue, stowage and preservation, packaging, shipment, disposal of, reutilization, and performance of inventory control for all property and materiel belonging to the Station(s).
- (02) Maintenance of all allowance documentation, and preparation of configuration change reports and allowance change requests; preparation of public vouchers, transportation requests and shipping documents.
- (03) Performance of traffic management/transportation functions including shipments, inspection, reservation, service orders, and claims relating to Government and personnel personal property.
- (04) Preparation of returns covering the receipts and expenditures of public monies.
- (05) Operation of office labor saving devices and automated data processing equipment.
- (06) Preparation and maintenance of required forms, records, publications, correspondence, reports, and files.
- (07) Procuring, receiving, stowing, issuing, shipping, disposing of, accounting for, and while in the custody of the SPO, maintaining all stores and equipment of the assigned Station(s), except as otherwise prescribed in appropriate directives or regulations.
- (08) Inspecting services and materiel received under contract or order calling for inspection on delivery, unless this function has been specifically assigned in writing by the CO/OIC to another department having technical jurisdiction over the services or materiel.



- (09) When specifically designated by the Commandant, the SPO shall function as the authorized certifying officer, assistant disbursing officer, or cashier of the Station. This includes the procurement and disbursement of official funds for the Coast Guard, the payment of personnel, and payment for material and services procured by the Coast Guard, in accordance with procedures prescribed in Reference (xx).
- (10) Specific SPO duties and responsibilities may also include, but not be limited to, the following:
 - a) Procurement Desktop or other ledger updates
 - b)IMPAC verification report
 - c) Requisitions and procurements including automated requisitions, procurement requests (PRs), and any related research
 - d) Mail usage reports
 - e) UPH usage reports
 - f) Property reports and surveys
 - g)PI/MI inspection follow-up
 - h)CDAR follow-up and aftercare requires training
 - i) GSA vehicle report
 - i) Inventory management
 - k)Mutual assistance
 - 1) Combined Federal Campaign
 - m) Enlisted evaluations (EPES) (coordination only)
 - n) Performing other collateral duties as assigned by the Station CO/OIC.

NOTE &

SPO duties for some of the above tasks will be limited to administration and coordination only (UPH usage report, PI MI inspection and follow-up, documentation of UCMJ proceedings). The Station COOIC or other assigned department heads are still responsible for certification of these documents/tasks.



D.6. Food Services Officer

The duties of the Food Services Officer are:

- (01) Provide commissary services.
- (02) Ensure cleanliness and sanitation in the galley and commissary.
- (03) Prepare commissary reports, inventories, and requisitions.
- (04) Carry out such instructions as are promulgated in References (i) and (yy).
- (05) Direct training of Food Service Specialists (FS).

Engineering Department

D.7. Assistant The duti Engineering Petty follows: Officer

The duties of the Assistant Engineering Petty Officer (AEPO) are as follows:

- (01) Assist the EPO generally in the administration of the functions of the Engineering Department.
- (02) Serve as Engineering Department "Shop Supervisor":
 - a) Direct preventive and corrective maintenance of boats, vehicles, facilities, and all associated equipment.
 - b) Plan, schedule, and control all phases of maintenance. Perform progress checks on all work assigned.
 - c) Maintain a boat maintenance status board and keep all appropriate personnel informed of boat status.
 - d) Ensure maintenance instructions are prepared when required.
 - e) Ensure prompt and safe movement of boats to facilitate the maintenance effort.
 - f) Prepare necessary boat docking or parking plans.
 - g) Process repairable materiel in a serviceable status.
 - h) Initiate requests for required shop materiel, periodically review shop usage, and establish inventory re-order points.



Deck Department

D.8. Department Head

A senior Boatswain's Mate (i.e. E-6 or above), subordinate to the XO/XPO, shall perform the duties as head of the Deck Department:

- (01) Perform the duties of the head of a department as specified by Reference (i).
- (02) Manage the Deck Department and be responsible to the CO/OIC for the topside maintenance of boats, associated equipment, vehicles, and the unit facilities.
- (03) Serve as Operations Officer.
- (04) Serve as Communications Officer.
- (05) Serve as Navigation Petty Officer.

NOTE &

If the requirement for an E-6 Boatswain's Mate is unachievable due to the Station billet structure, the next senior BM shall perform this duty.



D.8.a. Operations Officer Duties and Responsibilities

The duties and responsibilities of the Operations Officer shall include the following:

- (01) Coordinate and control movements of boats (and vehicles, when operationally employed).
- (02) Prepare the daily operations schedule and duty section watch schedules.
- (03) Maintain boat and Station emergency bills.
- (04) Administer the Station's operational readiness program for boats and associated equipment, including towing vehicles and trailers.
- (05) Manage and direct training of Surfmen, Coxswains, Engineers, Boat Crew Members, and other Station duty standers.
- (06) Coordinate training syllabi in accordance with pertinent Commandant directives.
- (07) Provide communications, weather, navigation, and public information services as required.
- (08) Supervise the Qualification Examining Boards and the Operations Standards Board

D.8.b. Communications Petty Officer Responsibilities

The duties and responsibilities of the Head, Deck Department as Station Communications Petty Officer shall include the following:

- (01) Provide communications services as required.
- (02) Supervise the communications watch and handling of message traffic.
- (03) Administer communications procedures and training.
- (04) Provide control of classified material and cryptographic devices.
- (05) Provide control of communications equipment including portable radios.

D.8.c. Navigation Petty Officer

The duties and responsibilities of the Head, Deck Department as Station Navigation Officer shall include the following:

- (01) Provide charts, publications, navigation equipment, and records.
- (02) Maintain a list with the names of local and charted geographic points in the unit's Area of Responsibility (AOR).



D.9. Rescue and Survival Systems Petty Officer

The unit CO/OIC shall appoint a Petty Officer, in writing, to manage the Station's rescue and survival equipment. This individual shall:

- (01) Be a BM2/E-5 or above.
- (02) Be familiar with Reference (f).
- (03) Administer and coordinate the preventive/planned maintenance system (PMS) requirements through the appropriate departments.
- (04) Issue protective clothing and equipment (organizational clothing) and account for same using Personal Clothing and Equipment Form (AF Form 538).
- (05) Provide initial training to personnel during equipment issue.

D.10. Law Enforcement/ Weapons Petty Officer & SAI

The senior Maritime Enforcement Specialist (ME) assigned to a Station is the Law Enforcement Instructor (LEI), Weapons Petty Officer & Small Arms Instructor (SAI). Their duties and responsibilities shall include the following:

- (01) Sets up and supervises the unit's law enforcement training program IAW Reference (d).
- (02) Serve as Small Arms Instructor (SAI) and lead the unit's weapons training program.
- (03) Serve as Boarding Officer.
- (04) Perform all applicable duties of Weapons Officer as outlined in Reference (i).
- (05) Serve on the unit's LE training board.
- (06) Cultivate and nurture relationships with local Law Enforcement Agencies.
- (07) Maintain regular contact with Sector Intel Officer and serve as conduit for LE intelligence to and from the unit.
- (08) Encouraged to certify as Boat Crew Member (not required to stand regular duty).

If Station PAL does not include an ME1, these duties and responsibilities will be assigned by the CO/OIC as collateral duties.



Boat Keepers

D.11. Deck

Station Commanders should assign a Boatswain's Mate/Coxswain (E-5 or above) to be the Boat Keeper – Deck for each boat assigned to the Station (one boat, one Boat Keeper – Deck). The Boat Keeper – Deck shall:

- (01) Oversee all aspects of deck standardization and maintenance for their assigned boat.
- (02) Coordinate maintenance and scheduling between the Deck and Engineering Departments.

D.12. Engineering

Station Commanders should assign a Machinery Technician (MK3 or above) to be the Boat Keeper-Engineering for each boat assigned to the unit (one boat, one Boat-Keeper-Engineering). The Boat Keeper-Engineering shall:

- (01) Oversee all aspects of engineering standardization and maintenance for their assigned boat.
- (02) Assist the Boat Keeper Deck in coordination of maintenance scheduling between the Deck and Engineering Departments.

Collateral Duties

D.13. Assignment

If staffing does not allow for an average workweek of 68 hours or less, department and Assistant Department Heads should retain responsibility for all collateral duties. Collateral duty tasks may be assigned to duty standers on an ad-hoc basis as long as those tasks do not interfere with duty standers' primary responsibilities (i.e., training and operations).



D.14. Training Petty Officer

The duties and responsibilities of the Training Petty Officer (E-6 or above) shall include the following:

- (01) Plan, coordinate, and execute the training program, and maintain Station training program guidance.
- (02) Maintain a central file of lesson plan outlines for all recurring training.
- (03) Procure and maintain Station training aids.
- (04) Maintain Station personnel training records.
- (05) Maintain a record of general military training conducted in accordance with this Manual.
- (06) Maintain a record of PQS/JQR qualified personnel in accordance with this Manual, and act as PQS/JQR Coordinator.
- (07) Maintain a record of completed drills and exercises in accordance with this Manual.

NOTE &

If the requirement for an E-6 Training Petty Officer is unachievable due to the Station billet structure, the next senior BM shall perform this duty.

D.15. Administration Officer

The XO/XPO or independent duty Yeoman (if assigned) shall coordinate the following functions as Administration Officer:

- (01) Administer all functions pertaining to personnel.
- (02) Provide educational services.
- (03) Maintain general directives and general message files.
- (04) Provide clerical and mail services.
- (05) Provide medical services, including dental and sanitary services.
- (06) Provide special services such as housing, recreation, voting, bond sales, charity drives, and legal assistance.
- (07) Contact the area or district Records Coordinator, for assistance with records management standards, guidance, and compliance with the requirements of Reference (zz).



D.16. Educational Services Officer

Educational services for Stations should normally be coordinated via a command authorized by the Coast Guard Institute to receive, administer, and forward correspondence course testing materiel. Parent Stations shall coordinate educational services for Station (small) personnel.



Section E. Station Watch Organization

Introduction

Stations are required to maintain duty sections to provide an immediate boat response capability (i.e., B-0) for search and rescue, or other mission areas as required by the District Commander.

E.1. Duty Section

Maintaining the integrity of the duty section must be the primary focus of all Station personnel. Station Commanders shall organize duty sections to:

- (01) Ensure successful execution of assigned missions.
- (02) Protect the integrity of response boat duty crews.
- (03) Minimize the unproductive time members spend on the Station, for work life and crew rest considerations.

E.1.a. Duty Rotation

The CO's/OIC's choice of Station watch/duty section rotation is a critical decision. The Station's duty rotation will:

- (01) Define the minimum requirement for Coast Guard boat response in the Station's AOR.
- (02) Be the primary workweek driver for the Station.
- (03) Define the amount and nature of the time available for Station training/work/mission requirements.

E.1.b. Tasking

Tasking for duty crews and other members of the duty section should be restricted to proficiency training, routine/minor boat and facility maintenance, or housekeeping and operations. Duty standers should not be assigned management or administrative duties or responsibilities beyond those required in support of duty section operations.



E.1.c. Factors of Organization

The number of people assigned to the duty section should be the minimum required to provide the requisite response mission capability consistent with sound risk management principles. A Station's duty section organization should be based on:

- (01) District mandated response readiness requirements (e.g. number of B-0 boats/crews).
- (02) Tempo of Station operations (e.g. OOD).

The OOD may be required to facilitate the Station's response mission capability.

E.2. Response Boat Readiness

District Commanders establish response (or "ready") boat readiness requirements based on the demand for Coast Guard response services, and the projected workload associated with that demand. Stations shall not exceed District mandated boat readiness requirements without concurrence from the District Commander.

E.3. Watch-Stander Designation Training

Stations must carefully manage workload/fatigue risks associated with watch-stander designation training.

- (01) Watch-stander designation training conducted in conjunction with the duty day, including underway training, should be scheduled.
- (02) Supervised break-ins for practical evaluation should normally be conducted in conjunction with routine duty section operations. Supervised break-ins are for evaluation, not training.



Section F. Duty Section Organization

Introduction

The number of people assigned to the duty section should be the minimum required to provide the requisite response mission capability consistent with sound risk management principles.

Communications watchstanding policy – including the choice of whether to use communications watchstanders – is local policy. Unless explicitly prohibited by the unit, communications watch and OOD may be members of the boat crew.

F.1. Duty Section Requirements

All Stations require:

(01) Boat crew personnel (consisting of Coxswain/Surfman, Engineer, and crew) for the number of boats required to remain in a Bravo-Zero (B-0) status.

Most Stations require (not mandated):

- (02) A communications watch to facilitate communications with the Station's boats and provide shore-side coordination in support of all assigned missions.
- (03) An OOD to manage duty section operations, administration (including the daily routine), and security as the CO's/OIC's direct representative.



F.2. Certifications

Station duty section certifications shall be titled as specified below. The duties pertaining to each watch shall be as specified in this Manual and Station instructions, as appropriate.

- (01) Communications Watch Stander.
- (02) Boat Crew Member.
- (03) ATON Boat Crew Member.
- (04) Tactical Boat Crew Member.
- (05) Pursuit Boat Crew Member.
- (06) Contingency Engineer.
- (07) Engineer.
- (08) Boom/Crane Operator.
- (09) Buoy Deck Supervisor.
- (10) Contingency Coxswain.
- (11) Coxswain.
- (12) ATON Coxswain.
- (13) Tactical Coxswain.
- (14) Pursuit Coxswain.
- (15) Heavy Weather Coxswain.
- (16) Surfman.
- (17) Boarding Officer/Boarding Team Member (BO/BTM).
- (18) Officer of the Day (OOD).

NOTE &

The number of people assigned to the duty section should be the minimum required to provide the requisite response mission capability consistent with sound risk management principles.



F.3. OOD Position

The OOD is a designated watch position. The OOD provides operations planning or execution oversight for SAR and other missions for the Station CO/OIC.

- (01) An OOD is not normally required for low operational tempo Stations. Stations with seasonal variation in operational temp should not maintain an OOD watch position during activity periods.
- (02) Stations with two or more response missions after normal working hours on two or more days a week may require an OOD.

F.4. OOD Responsibilities

The OOD shall be responsible for Station operations, administrative requirements associated with Station operations, and the physical security of the unit as the designated representative of the CO/OIC. The OOD, with the authority as delegated by the Station CO/OIC, shall:

- (01) Interact with the media and local community after normal working hours.
- (02) Plan and manage the execution of Station operations.
- (03) Direct the duty section's daily routine:
 - a. Facility emergency plans (e.g. fire, bomb threats).
 - ь. Station security.
 - c. Housekeeping and routine maintenance.
 - d. Operations related administration (e.g. messages and reports).

Specific duties of the OOD shall be defined in Station instructions. The authorities delegated to the OOD shall be designated in writing.

F.5. Duty Boat Crew

Stations shall maintain response boat crews in accordance with boat readiness requirements and all other appropriate guidelines set forth by the cognizant District Commander.



Section G. Duty Section Rotation

Introduction

The CO's/OIC's choice of Station watch/duty section rotation is a critical decsion. The Station's duty rotation will:

- (01) Define the minimum requirement for Coast Guard boat response in the unit's AOR.
- (02) Be the primary workweek driver for the Station.
- (03) Define the amount and nature of the time available for Station training/work/ mission requirements.

This Section provides sample duty section rotations from which the CO/OIC may select for their Station, along with advantages and disadvantages of each. See Table 3-1 through Table 3-6.



NOTE &

The sample duty sections depicted below assume a sufficient number of certified watch personnel for each of the duty sections.

G.1. One-in-Four (1-in4)

Week One									
	M	Tu	W	Th	F	Sa	Su		
Duty	1	2	3	4	1	2	3		
Day work	2,4	1,3,4	1,2,4	1,2,3	2,4				
OFF	3				3	1,3,4	1,2,4		
	Week Two								
	M	Tu	W	Th	F	Sa	Su		
Duty	4	1	2	3	4	1	2		
Day work	1,3	2,3,4	1,3,4	1,2,4	1,3				
OFF	2				2	2,3,4	1,3,4		
Week Three									
	M	Tu	W	Th	F	Sa	Su		
Duty	M 3	Tu 4	1	Th 2	F 3	Sa 4	Su		
Duty Day work			W		3				
	3	4	W	2					
Day work	3 2,4	4	W	1,3,4	3 2,4	4	1		
Day work	3 2,4 1	4 1,2,3 Tu	W 1 2,3,4 Week	1,3,4	3 2,4 1	1,2,3 Sa	1 2,3,4 Su		
Day work	3 2,4 1	4 1,2,3	W 1 2,3,4 Week	2 1,3,4 Four	3 2,4 1	1,2,3	2,3,4		
Day work OFF	3 2,4 1	4 1,2,3 Tu	W 1 2,3,4 Week	2 1,3,4 Four	3 2,4 1	1,2,3 Sa	1 2,3,4 Su		

Table 3-1 One-in-Four Duty Rotation



G.1.a. Advantages

The 1-in-4 duty rotation provides an average of 68 work hours (i.e., 42 duty hours and 26 day work hours) and 100 hours of liberty each week, and provides the following advantages:

- (01) Minimizes potential that duty crews will exceed fatigue standards.
- (02) Minimizes unproductive work time (i.e., for messing and berthing).
- (03) Accommodates all-hands evolutions easily without recalling crew.
- (04) Station personnel can accomplish training and maintenance tasks while they are in a non-duty status.
- (05) The personal needs of the crew (e.g. to take care of family needs) can be easily accommodated during normal working hours.
- (06) The straight 1-in-4 duty rotation (i.e. no sliding weekends) does not allow for three-day weekends unless the member takes leave; duty standers can expect to have duty on at least two (of four) weekends every month.

G.1.b. Disadvantages

Sliding weekends can be used with a 1-in-4 duty rotation, but the potential for duty crews to exceed fatigue standards is significantly higher during what is, for most Stations, the busiest time of the duty week.



G.2. One-in-Three (1-in-3)

Week One								
	M	Tu	W	Th	F	Sa	Su	
Duty	1	2	3	1	2	3	1	
Day work	3	1,3	1,2	2,3	3			
OFF	2				1	1,2	2,3	
	Week Two							
	M	Tu	W	Th	F	Sa	Su	
Duty	2	3	1	2	3	1	2	
Day work	1	1,2	2,3	1,3	1			
OFF	3				2	2,3	1,3	
	Week Three							
	M	Tu	W	Th	F	Sa	Su	
Duty	3	1	2	3	1	2	3	
Day work	2	2,3	1,3	1,2	2			
OFF	1				3	1,3	1,2	

Table 3-2 One-in-Three Rotation

G.2.a. Advantages

The 1-in-3 duty rotation provides for an average of 77 work hours (i.e. 56 duty hours and 21 day work hours) and 91 hours of liberty each week, and provides the following advantages:

- (01) The potential for duty crews exceeding fatigue standards is minimized.
- (02) Unproductive work time (i.e. for messing and berthing) is minimized.
- (03) Station personnel can accomplish training and maintenance tasks while they are in a non-duty status.
- (04) The personal needs of the crew (e.g. to take care of family needs) can be easily accommodated during normal working hours.

The straight 1-in-3 duty rotation (i.e. no sliding weekends) does not allow for 3 day weekends unless the member takes leave; duty standers can expect to have duty on at least 2 weekends every month.



G.2.b. Disadvantages

Sliding weekends can be used with a 1-in-3 duty rotation, but the potential for duty crews to exceed fatigue standards is significantly higher during, what is for most Stations, the busiest time of the duty week.

G.3. Modified One-in-Three (1-in-3)

Week One								
	M	Tu	W	Th	F	Sa	Su	
Duty	1	1	2	2	1	1	1	
Day work	3	3	3	3	3			
OFF	2	2	1	1	2	2,3	2,3	
	Week Two							
	M	Tu	W	Th	F	Sa	Su	
Duty	3	3	1	1	3	3	3	
Day work	2	2	2	2	2			
OFF	1	1	3	3	1	1,2	1,2	
	Week Three							
	M	Tu	W	Th	F	Sa	Su	
Duty	2	2	3	3	2	2	2	
Day work	1	1	1	1	1			
OFF	3	3	2	2	3	1,3	1,3	

Table 3-3 Modified One-in-Three

NOTE &

Normally restricted to Stations with a low response mission workload because of the port/starboard duty rotation requirement.

G.3.a. Advantages

- (01) Station crew who are in a non-duty status can accomplish non-response/scheduled missions, training and maintenance tasks.
- (02) The personal needs of the crew (e.g. to take care of family needs) can normally be accommodated during normal work hours.

G.3.b. Disadvantages

The modified 1-in-3 duty rotation requires duty standers to maintain a port and starboard duty rotation creating significant potential for duty crews to exceed fatigue standards. The "day working" duty section may be required to work on the weekend to fulfill non-response/scheduled missions (i.e. potential for working two or three weekends a month).



G.4. Port and Starboard (1-in-2)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	1	2	2	1	1	1
OFF	2	2	1	1	2	2	2
	Week Two						
	M	Tu	W	Th	F	Sa	Su
Duty	2	2	1	1	2	2	2
OFF	1	1	2	2	1	1	1

Table 3-4 Port and Starboard (1-in-2)

NOTE &

Normally restricted to Stations with a low response mission workload because of the port/starboard duty rotation requirement.

G.4.a. Advantages

The port and starboard duty rotation requires an average 84-hour workweek (i.e., 84 duty hours) and 84 hours of liberty each week — which does not account for duty section relief/turnover or all-hands evolutions (e.g. training, inspections). This rotation also provides the following advantages:

- (01) Duty section personnel only work 7 out of every 14 days.
- (02) Fewer duty standers required than other rotations.
- (03) Fixed duty schedule (i.e. very difficult to require more than port and starboard).

G.4.b. Disadvantages

The port and starboard duty rotation requires an average 84-hour workweek (i.e., 84 duty hours) and 84 hours of liberty each week — which does not account for duty section relief/turnover or all-hands evolutions (e.g. training, inspections). This rotation also provides the following disadvantages:

- (01) Duty section personnel are required to perform all operational missions and training and maintenance tasks.
- (02) The personal needs of the crew (e.g. to take care of family needs) cannot normally be accommodated during normal work hours.
- (03) Significant non-duty work/training requirements.
- (04) Duty crews are at significant risk of exceeding fatigue standards.



G.5. Reduced Readiness Port and Starboard

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty					1		1
Day work	1	1	1,2	2	2		
OFF	2	2		1		2	2
			Week	Two			
	M	Tu	W	Th	F	Sa	Su
Duty					2	2	2
Day work		2	1,2	1	1		
OFF	1	1		2		1	1

Table 3-5
Reduced Readiness Port and Starboard Duty Rotation

NOTE &

Normally restricted to Stations with a low response mission workload because of the port/starboard duty rotation requirement.

G.5.a. Advantages

The reduced readiness port and starboard duty rotation requires an average 60-hour workweek (i.e., 36 duty hours and 24 day work hours) and 108 hours of liberty each week. The rotation provides the following advantages:

- (01) Training and maintenance tasks can be accomplished while duty standers are in a non-duty status.
- (02) Duty standers only required to work an average of 4 days/week.
- (03) Fewer duty standers required than other rotations.
- (04) The personal needs of the crew (e.g. to take care of family needs) can be accommodated during normal work hours.



G.5.b. Disadvantages

The reduced readiness 1-in-2 duty rotation only provides for B-0 boat response three days a week. This rotation also provides the following disadvantages:

- (01) Limited Bravo-Zero (B-0) response capability; requires SAR system support.
- (02) High potential for operational tasking outside of scheduled work hours (during the workweek).
- (03) Significant non-duty work/training requirements.
- (04) Duty crews are at significant risk of exceeding fatigue standards.



G.6. Firefighter One-in-Three (1-in-3)

Week One								
	M	Tu	W	Th	F	Sa	Su	
Duty	1	2	3	1	2	3	1	
OFF	2,3	1,3	1,2	2,3	1,3	1,2	2,3	
	Week Two							
	M	Tu	W	Th	F	Sa	Su	
Duty	2	3	1	2	3	1	2	
OFF	1,3	1,2	2,3	1,3	1,2	2,3	1,3	
	Week Three							
	M	Tu	W	Th	F	Sa	Su	
Duty	3	1	2	3	1	2	3	
OFF	1,2	2,3	1,3	1,2	2,3	1,3	1,2	

Table 3-6 Firefighter One-in-Three

G.6.a. Advantages

The firefighter 1-in-3 duty rotation provides for an average of 56 work hours (i.e., 56 duty hours) and 112 hours of liberty each week. This section also provides the following advantages:

- (01) All duty standers are "professional" duty standers (i.e., duty is all they do).
- (02) Exceptional quality of life for all unit personnel duty standers only work 7 out of 21 days).
- (03) The potential for duty crews exceeding fatigue standards is minimized.
- (04) Non-duty standing personnel (i.e., maintenance and support personnel) can work a normal workweek.

G.6.b. Disadvantages

The firefighter 1-in-3 duty rotation requires more non-duty standing positions than more traditional duty rotations. This rotation also includes the following disadvantages:

- (01) The duty section must accomplish all training.
- (02) Potential for operational tasking outside of scheduled work hours (unless non-response crews are available).
- (03) All-hands evolutions not easily accommodated.

Part 3 – Station Operations Chapter 1 – Station Organization and Watch-Standing





CHAPTER 2 Station (Small) Standard Operating Procedures

Introduction

Stations (small) are structured to conduct missions more economically than their parent Stations and have a very limited organic logistic and administrative support capability. Parent stations retain OPCON/ADCON of subordinate stations. Stations (small) shall limit their occupation of shore facilities to the minimum necessary for safe operations and for a reasonably comfortable work-life environment.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Station (small) Operation	3-40
В	Station (small) Duties and Responsibilities	3-43



Section A. Station (small) Operation

Introduction

Stations (small) are organized and located to meet limited mission requirements that may be seasonal or intermittent in demand. These Stations (small) are excellent opportunities for reserve and auxiliary participation and training while meeting operational requirements of the Coast Guard. Special considerations for their management are discussed in this Section.

A.1. Mission Limitations

Stations (small) are limited, resource-constrained units that are designed to meet limited threats and mission requirements. Parent CO/OIC and Operational Commanders should structure tasking and support of these Stations accordingly. Experience has shown that inattention to this can rapidly lead to over-tasking.

A.2. List of Coast Guard Stations (Small)

A current Unit Classification list that includes Stations (Small) is linked on the Unit Classification page on the Office of Boat Forces Website: http://cgweb.comdt.uscg.mil/G-RCB/unitclass.htm



A.3. Readiness Response Standards

Stations (small) have mission readiness response standards based upon:

Commandant standards; appropriate key local factors such as mission demands of:

- (01) **SAR**
- (02) ELT
- (03) PWCS
- (04) Marine Environmental Response (MER)
- (05) RBS mission demand
- (06) Local environmental factors

Additionally, the SAR readiness response standard reflects the following:

- (01) Availability of other Coast Guard forces in their locality
- (02) Stations adjacent to or nearby to Station (small) can be the primary means to provide a SAR response capability within a Sector's AOR.
- (03) Stations (small) are operated on a seasonal basis only and some may operate on weekends only. Stations (small) should not be operated year-round.
- (04) The Commandant's standard of a 68-hour workweek for duty standers at alert shore Stations.

Close coordination with Commandant (DCO) and Commandant (CG-092) is required to ensure prompt documentation of resource issues and coordinated public/congressional notifications.



A.4. Procedures for Modifying Station (small) Alert Postures

District Commanders shall develop and maintain a comprehensive, upto-date mission plan for their District. The plan should include existing alert postures and proposed modifications. Special attention should be paid to proposed alert posture modifications.

- (01) Public policy implications for feasibility of modifications must be assessed with Commandant (CG-092) and submitted as part of this mission plan.
- (02) District Commanders shall forward alert posture modification plans to Commandant (DCO) via Area Commanders for approval.
- (03) Area Commanders are requested to forward District plans as they are received and not combine them into a single Area product to ease outreach efforts and expedite the Headquarters' approval process.

A.5. Boat and Facility Maintenance

Stations (small) shall limit their boat and facility maintenance to normal housekeeping and minor repairs. Parent Stations shall manage the budgets and inventories for their Stations (small), and minimize any financial procurement, administrative, and reporting responsibilities for these Stations.



Section B. Station (small) Duties and Responsibilities

Introduction

Personnel assigned to Stations (small) have duties and responsibilities particular to that assignment. Special considerations attendant with Stations (small) are discussed in this Section.

In this section

This section contains the following information:

Title	See Page
District Commanders and Sector Commanders	3-44
Parent Stations	3-46
Parent Stations with Station (small)	3-47



District Commanders and Sector Commanders

B.1. District Commander's, Sector Commander's, and CO/OIC's Responsibilities The District Commander, Sector Commander, CO/OIC shall:

- (01) Not impose operational or other requirements that conflict with the policies herein.
- (02) Schedule work and readiness in response to peak demand/maritime activity in the AOR.
- (03) Set a goal of a 68-hour maximum work week (including duty).
- (04) Not impose self-generated requirements that conflict with the policy herein or in higher existing Commandant Directives.

B.2. District Commanders' Responsibilities

District Commanders shall:

- (01) Designate Station (small).
- (02) Determine an appropriate mission employment for each Station (small) subject to the policies contained herein and without exceeding Commandant standards.
- (03) Develop a comprehensive mission plan for their District [Station (small)] Concept of Operations. Readiness postures for Station (small) shall be based upon:
 - a) Operational requirements including, but not limited to, SAR demand, SAR system capabilities, and other Coast Guard missions and associated system capabilities.
 - b) Local requirements including, but not limited to, operating area demographics, proximity to the parent Station, and prevailing weather and marine conditions.
 - c) Workload factors including, but not limited to, the additional workload required to achieve and maintain certification on multiple boat types, and unproductive transit time to and from the duty location.
- (04) Review policies and procedures at Station (small) to determine what activities and requirements are self-imposed and not required.



B.3. Sector Commanders' Responsibilities

Sector Commanders shall:

- (01) Authorize off-Station (beeper) watches for Stations (small), as appropriate.
- (02) Authorize Stations (small), consistent with system capabilities, to forward telephones to the parent Station after hours and at any other time assigned personnel are unavailable (e.g. underway in support of Coast Guard operations).



Parent Stations

B.4. CO/OIC Responsibilities

The parent Station CO/OIC shall:

- (01) Ensure Coast Guard SAR standards are met utilizing assigned boat(s) and crews, or other components of the SAR system (auxiliary facilities, adjacent units, local government forces, etc.).
- (02) Maintain communications guards in accordance with current directives. Stations (small) are not staffed to maintain a communications guard.
- (03) Augment, as appropriate, Station (small) duty crews with fully qualified auxiliary /reserve members in accordance with applicable directives and regulations.
- (04) Guard against self-imposed training requirements (e.g. qualifying on boats not assigned to the unit, in multiple AORs, etc.) that overburden crews and add little practical value to conduct of daily operations.

NOTE &

Stations (Small) do present ideal opportunities to train and qualify personnel in required skills.

- (05) Ensure a safe, positive working environment is maintained for all assigned personnel, including those assigned to subordinate units.
- (06) Manage and coordinate administrative responsibilities in the most efficient and effective manner possible subject to the following recommendations.
- (07) Maintain the response standard as specified by the governing District Operations Order (OPORDER).
- (08) Ensure a qualified boat crew can get underway to meet District readiness requirements.
- (09) Designate a senior (Coxswain qualified) BM assigned for duty to the physical location of the Station (small) as supervisor for the watch section.
- (10) Confer all operational qualifications, including Coxswain, Engineer, Boat Crew Member, Boarding Officer, Boarding Team Member qualifications in accordance with all current directives and regulations.
- (11) Maintain qualification, certification and recertification requirements in accordance with existing policies.



- (12) Ensure operations information system entries are completed in accordance with current directives. i.e., Reference (a).
- (13) Capture workload done by Station (Small) in CG information systems.

NOTE &

Station (Small) information shall be captured specifically as Station (Small) data. The parent unit entering this data in CG information systems shall enter it not under the parent unit, but under the Station (Small) to ensure proper use of tracked data.

Parent Stations with Station (small)

B.5. CO/OIC Responsibilities

The CO/OIC with a Station(s) (small) assigned shall:

- (01) Maintain the response standard as specified by the governing District Operations Order (OPORDER).
- (02) Ensure a qualified boat crew can get underway to meet District readiness requirements.
- (03) Designate the senior (Coxswain qualified) BM assigned for duty to the physical location of the Station (small) as supervisor for the watch section.
- (04) Ensure all required training is performed as directed by all applicable directives.
- (05) Confer all operational qualifications, including Coxswain, Engineer, Boat Crew Member, Boarding Officer, Boarding Team Member qualifications in accordance with all current directives and regulations.
- (06) Maintain qualification, certification and recertification requirements in accordance with existing policies.
- (07) Ensure operations information system entries and updates are completed in accordance with current directives [i.e., (Reference (a)].





CHAPTER 3 Heavy Weather Stations

Introduction

This chapter describes the criteria for Heavy Weather Stations and outlines heavy weather training doctrine.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Criteria for Coast Guard Heavy Weather Stations	3-50
В	Heavy Weather Training Doctrine	3-53



Section A. Criteria for Coast Guard Heavy Weather Stations

Introduction

This section establishes the criteria for Coast Guard Heavy Weather Stations. It does not identify specific Stations as Heavy Weather Stations, nor is it for the purpose of resource planning or allocation. It does not alter the organizational structure of any Station or its relationship with other Stations or the public.

NOTE &

"Heavy Weather" is a Boat Forces term whose specific meanings are dependent on context. "Heavy Weather" may be used to define:

- (a)"Heavy Weather Station," see Part 3, Chapter 3, of this Manual,
- (b) Boat-type -specific environmental parameters and capability (per applicable Boat Operator's Handbook),
- (c) Coxswain guidelines, see Table 3-7,
- (d)Training limitations, see Table 3-8.

A.1. Requirements

In order to conduct heavy weather operations, the following are required:

- (01) Designation as Heavy Weather Station.
- (02) Assignment of heavy weather capable boats.
- (03) Assignment of Heavy Weather competencies.
- (04) Completion of heavy weather training and certifications.
- (05) Use of certified HWX Coxswain
- (06) Conditions not exceeding platform specific heavy weather limitations.

Only HWX stations that have received training from authorized personnel, have followed certification requirements per this Manual and Reference (cc), and have a waiver from COMDT (CG-731) to operate and train on the RB-M in HWX are authorized to operate the RB-M in up to 12 FT seas and 50 KT winds with certified HWX Coxswains.



A.2. Heavy Weather (HWX) Station Criteria

Units which meet the following criteria should request to be designated as a Heavy Weather Station via chain of command.

The criteria for designating Heavy Weather Stations consists of two components: (1) Environment, and (2) Frequency of heavy weather.

Heavy Weather Stations do not meet the criteria for a Surf Station but are located in areas where:

- (01) For the MLB, NLB, and SPC-HWX platforms, seas (height) are greater than 10 FT and/or winds exceed 30 KTS (Environment)
- (02) For the RB-M, seas (height) are greater than 8 FT and/or winds exceed 30 KTS (**Environment**)
- (03) For at least 10% of the calendar year (36 days), averaged over at least five-years (**Frequency**).

A current Unit Classification list that includes Heavy Weather Stations is linked on the Unit Classification page on the Office of Boat Forces Website: http://cgweb.comdt.useg.mil/G-RCB/unitclass.htm.

A.3. Boat Requirements

Heavy Weather Stations shall have a minimum of two heavy weather-capable boats assigned. To the greatest extent possible, these boats shall be of the same class and type.

A.4. Responsibility

One of the Station CO's/OIC's greatest responsibilities is to ensure boat crews and individual members undertake only those missions and tasks for which they are fully qualified, and for which the inherent risk has been properly assessed and managed using the principals of Operational Risk Management (ORM). The Operational Commander, CO/OIC, and boat Coxswains are faced with making mission decisions and must carefully weigh the urgency of each mission and assess the benefits to be gained versus the risks involved. The Station CO/OIC shall make every effort to ensure unit boats, equipment, and personnel are prepared and available to respond to missions within the limits of the Station's capability (see Table 3-7).

A.5. Heavy Weather Waivers

Operational limitations may be waived only on a case-by-case basis in order to proceed on a specific mission. See Table 2-1 for waiver authority.



A.6. Operational Guidelines for Coxswains

All Table Values are Maximum			
MLB Crew Position	Sea	Wind	Surf
Coxswain	10 FT	30KTS	None
HWX Coxswain	20 FT	50KTS	8 FT
Surfman	30 FT	50KTS	20 FT
NLB Crew Position	Sea	Wind	Surf
Coxswain	10 FT	30KTS	None
HWX Coxswain	20 FT	50KTS	8 FT
Surfman	20 FT	50 KTS	15 FT
RB-M Crew Position	Sea	Wind	Surf
Coxswain	8 FT	30KTS	None
HWX Coxswain	12 FT	50KTS	None
SPC-HWX Crew Position	Sea	Wind	Surf
Coxswain	10 FT	30KTS	None
HWX Coxswain	20 FT	50KTS	8 FT
Surfman	35 FT	65KTS	25 FT

Table 3-7 Coxswain Operational Guidelines



Section B. Heavy Weather Training Doctrine

Introduction

The following guidance has been established to ensure the safety of unit personnel involved in heavy weather training:

- (01) Environmental restrictions shall not be exceeded.
- (02) District Commanders may require additional restrictions/ requirements for Stations under their control.
- (03) District imposed restrictions/requirements shall be published in writing and copies provided to Commandant (CG-731) and the National Motor Lifeboat School.

B.1. Minimum Requirements

The following minimum requirements shall be met prior to commencing heavy weather training:

- (01) Stations shall conduct a pre-brief (including elements of risk assessment) of the heavy weather training plan prior to commencing training.
- (02) Crews shall be properly outfitted with personal protective equipment in accordance with Reference (f).
- (03) The CO/OIC shall notify the Operational Commander when wind conditions exceed 40 KTS.
- (04) A certified Heavy Weather Coxswain or Surfman shall be onboard each heavy weather capable boat.

B.2. HWX Training Limits

When conducting heavy weather training, do not exceed maximum platform conditions listed in Table 3-7, or the parameters below, whichever is smaller.

Sea	Wind	Surf/ Breaking Seas
<15 FT	<50 KTS	<8 FT

Table 3-8 HWX Training Limits



B.2.a. Two-Boat Training

The preferred method of conducting heavy weather training involves two heavy weather capable platforms operating in tandem, with each boat acting as a backup/safety boat for the other. Some units may experience difficulty conducting two-boat training due to lack of a second heavy weather capable boat and/or certified Heavy Weather Coxswains. Possible solutions are:

- (01) Local Cutter support.
- (02) Neighboring heavy weather Coast Guard Stations.
- (03) Local fishermen, police, or fire rescue vessels of appropriate size/capability.

B.2.b. Single-Boat Training

Single-boat heavy weather training is authorized when two heavy weather capable platforms are not available.

If training (i.e. towing, dewatering) requires two platforms, then both platforms must be heavy-weather capable.

B.2.c. Instructor Resident Training

When possible, personnel designated as Heavy Weather Coxswain Instructors should graduate from the NMLBS Heavy WX Coxswain Course (Course Code 230330), located at National Motor Lifeboat School.

B.2.d. Non-Resident Training

A Non-Resident Heavy Weather Training course is available at http://cgweb.tcyorktown.uscg.mil/UTB/. Heavy Weather Coxswain Instructors are encouraged to incorporate this course into their training program when they teach students.



CHAPTER 4 Surf Stations

Introduction

This chapter describes the criteria and requirements for Surf Stations and outlines surf training doctrine for MLBs.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Criteria and Requirements for Coast Guard Surf	3-56
В	Surf Operations and Surf Training Doctrine	3-59
С	Surfman Management Program	3-62
D	Prospective Surfman Program	3-66



Section A. Criteria and Requirements for Coast Guard Surf Stations

Introduction

This section establishes the criteria for and identifies selected Coast Guard Stations as Surf Stations (see Table 3-8). Identification of a unit as a Surf Station is for the purpose of resource planning and allocation only. It does not alter the organizational structure of any unit or its relationship with other units or the public. Station titles and names will remain unchanged.

A.1. Surf Station Criteria

The criteria for designating existing Coast Guard Stations as Surf Stations consists of two components:

- (01) Environment
- (02) Frequency of surf

A.1.a. Environment

Surf Stations are designated in areas where surf is greater than eight (8) feet, on a Federally maintained navigable bar or entrance, of sufficient water depth to allow the operation of a surf capable boat.

For definition and discussion of "surf", refer to Reference (o) *Chapter 20*. This Manual is also the source of the requirement that a Surfman be onboard when surf exceeds 10 FT.

Beach surf is not considered in identifying Surf Stations.

A.1.b. Frequency of Surf

Surf Stations are designated in areas where surf greater than 10 FT occurs ten percent or more days during a calendar year (36 days) averaged over a minimum period of 5 years.

If surf greater than 10 FT occurs less than 36 days a year, a Surf Station is not appropriate. In such locations, public risk/exposure is minimal, and the training and qualification for Coast Guard personnel to conduct safe operations cannot be maintained at even minimum levels. In those instances when surf occurs in these locations, additional efforts should be made to educate the public and prevent bar crossings awaiting better weather. Surf boats at adjacent Stations and helicopters will be used for SAR responses if and when needed.

A.2. List of Coast Guard Surf Stations

A current Unit Classification list that includes Surf Stations is linked on the Unit Classification page on the Office of Boat Forces Website: http://cgweb.comdt.uscg.mil/G-RCB/unitclass.htm



A.3. Heavy Weather Conditions Documentation

Abstract of Operations (AOPS) will be used to track the environmental conditions and frequency of those conditions at individual Stations. Since designation as a Surf Station involves a significant investment by the Coast Guard, accurate data is essential. The data is used to document local conditions that warrant designation of a unit as a Surf Station, and it is used to make policy and resource allocation decisions for designated Surf Stations and non-designated Surf Stations. Surf Stations shall enter surf data into AOPS. Stations not designated as Surf Stations may track local environmental conditions to justify Surf Station designation. District Commanders may use this accumulated data to seek unit designation as a Surf Station. See **Figure 3-2**.

A.4. AOPS Surf Conditions Reporting

Surf exists when breaking seas exceed 10 FT and/or when, in the judgment of the CO/OIC, rough bar/surf conditions exist and/or whenever there is doubt in the mind of the Coxswain as to the present conditions. Document surf conditions in AOPS. Make an entry into the system where surf conditions exist for at least one hour on a federally maintained navigable bar or entrance that falls within the Station's area of responsibility.

Stations shall choose one of three categories of sea height:

- (01) Seas ≤ 8 FT
- (02) Seas 8 15 FT
- (03) Seas > 15 FT

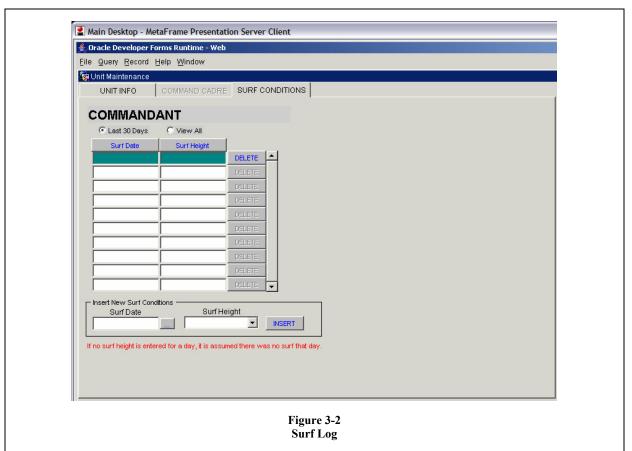
At the AOPS/TMT opening screen, click on 'Launch AOPS', select 'Unit Maintenance', then click the 'Surf Conditions' tab at the top of the screen. This will bring up the surf log. The system will display previous entries by date and surf height. To make a new entry, fill in the date and select the surf height in the 'Insert New Surf Conditions' box at the bottom of the page and then click 'Insert'. The new entry is now recorded. Inaccurate entries can be deleted by clicking the 'delete' button next to the entry.

A.5. Surf Hours

If units choose, the Training Management Tool (TMT) can be used to track the number of hours that crewmembers operate in the surf. Follow the same process that is currently used to track night boat hours by using the "SURF OPERATIONS, USE TO TRACK SURF HOURS" task. All time spent in the surf, regardless of surf location, may be counted.

Tracking time in surf is encouraged but not required.







Section B. Surf Operations and Surf Training Doctrine

Introduction

In order to ensure safe and effective surf training and operations, the following guidance has been established.

NOTE &

A Non-Resident Standard Surfman Training Package Training Modules course is available at: http://cgweb.tcyorktown.uscg.mil/UTB/. Surfman trainers are encouraged to incorporate this course into their training program.

B.1. Minimum Requirements for Operations and Training

Meet the following requirements prior to commencing surf operations:

- (01) For surf operations or surf training, Surf Stations require two B-0 surf-capable boats to ensure safety backup and/or self rescue capability.
- (02) A certified Surfman shall be onboard each boat.
- (03) A dedicated land-based observer shall maintain visual and radio contact with the boats at all times, and radio contact with the parent Station at all times. When unable to comply with this requirement due to geographic limitations, the Sector shall be notified.
- (04) Stations shall conduct a pre-brief (including elements of risk assessment) of the surf training plan prior to commencing training.
- (05) Boat crews shall be properly outfitted with personal protective equipment in accordance with References (f) and (o).
- (06) A handheld backup VHF-FM radio shall be carried onboard each boat.



B.2. Surf Decision Matrix

Surf	Policy	Exceptions
<10 FT Surf	May cross a breaking bar less than 10 FT at the discretion of the CO/OIC.	If in the judgment of the CO/OIC, a second surf capable boat is warranted, the CO/OIC shall use best judgment to ensure availability of a second surf capable boat for operations.
>10 FT Surf	Stations shall not normally cross the bar or operate in surf without one of the following prioritized standby assets:	In cases where immediate SAR response is required for the preservation of life and coordinating a standby asset would unduly delay a response, the station CO/OIC may request a waiver to cross the bar or operate in surf without a standby asset via the stations Operational Commander. See Table 2-1 for waiver authority.
	Priority 1 Standby Asset: A second surf capable boat standing by inside or outside the bar. The boat may be from the responding station or from a neighboring surf station.	If the station CO/OIC believes the risk to the boat crew with or without a standby asset is too great as a result of weather or other factors, the choice not to respond remains a valid option.
	Priority 2 Standby Asset: A Coast Guard helicopter in visual contact and capable of hoisting all personnel on board the boat crossing the bar.	
	Priority 3 Standby Asset: Another government agency surf capable boat standing by inside or outside the bar.	



B.3. Surf Training Matrix

Training – Single Boat	Stations will observe these environmental limits when conducting single boat surf training:	 (01) Breaking seas less than 10 FT. (02) Wind less than 50 KTS. (03) Current less than 5 KTS (04) Visibility greater than 1 nautical mile. (05) Daytime Only
Training - Dual Boat	Stations will observe these environmental limits when conducting dual boat surf training:	 (06) Breaking seas less than 15 FT. (07) Wind less than 50 KTS. (08) Visibility greater than 1 nautical mile. (09) Daytime only.



Section C. Surfman Management Program

C.1. Surfman Management Program (SMP) Purpose

The Surfman Management Program recognizes the unique requirements of the surfman community and provides the necessary management attention to build and maintain a community of surfmen sufficient to meet the needs of the Coast Guard.

C.1.a. SMP Background

Coast Guard surfmen are the service's most highly trained boat handlers. Surfmen are the only Coxswains qualified to operate rescue boats in surf conditions, which are extremely dynamic, challenging and dangerous. The Coast Guard also leverages the knowledge and skills of surfmen to train boat forces personnel service-wide through the National Motor Lifeboat School, Command Cadre positions at designated heavy weather stations, and Standardization Teams. Maintaining enough surfmen to meet service needs is a perpetual challenge; few Coxswains possess the skills and desire to complete the long and difficult training process to become a surfman. The uniqueness and importance of the surfman program requires it to be managed as a separate and distinct community within boat forces. A coordinated effort from several headquarters offices including the Office of Boat Forces Commandant (CG-731), Coast Guard Personnel Service Center (CG-PSC-epm), and the Human Resources Directorate Commandant (CG-1) is necessary to ensure the Coast Guard trains and maintains sufficient numbers of qualified surfmen.

C.2. SMP Procedure

Chief, Office of Boat Forces, is responsible for establishing and maintaining the Surfman Management Program (SMP).

Chief, Office of Boat Forces, will designate a specific officer on staff as the SMP Officer. Duties of the SMP Officer will include primary liaison with all filed and staff offices on management of surfmen, surf stations, staffing, and policy concerning surfmen monitor status of and liaise with filed and staff offices to develop and recommend improvements to the following:

- (01) Recruitment of surfmen prospects.
- (02) Identification and selection of potential surfmen.
- (03) Surfman training and qualification system.
- (04) Surfman professional and career development.
- (05) Surfman motivation and incentive system.
- (06) Primary liaison with the National Motor Lifeboat School (NMLBS).



C.3. Surf Operations and Surfman Training Advisory Group (SOSTAG) Chief, Office of Boat Forces shall facilitate the Surf Operations and Surfman Training Advisory Group (SOSTAG), to ensure the unique requirements of the surfman community are recognized and to ensure program leadership and management are continually linked to field realities. Commandant (CG-731) shall fund travel associated with SOTAG meetings, SOSTAG shall meet twice a year or more frequently as necessary. Email, phone, and world-wide web conferences shall be utilized throughout the year as necessary for input, feedback, and conducting SOSTAG business.

It is the duty of SOSTAG to:

- (01) Review SMP initiatives and Surf training/operating doctrine and policies.
- (02) Identify Surfman/Motor Life Boat (MLB) problems and make recommendations to resolve them; provide or update actionable items for the upcoming SMP action plan.
- (03) Serve as an advocate/communications conduit between the field and policy makers.
- (04) Review MLB/surf related mishap trends and advise Commandant on corrective actions.

Policy changes affecting Surfmen will be disseminated through SOSTAG for concurrence.



C.3.a. SOSTAG Membership

Chair	Chief, Boat Forces Planning Division Commandant (CG-7311)	
Standing Members	CO, NMLBS	
	FORCECOM - Supervisor, MLB STAN Team	
	1 st District Rep Senior Certified Surfman E7 or above	
	5 th District Rep Senior Certified Surfman E7 or above	
	11 th District Rep Senior Certified Surfman E7 or above	
	13 th District Rep Senior Certified Surfman E7 or above	
Standing Observers	Surfman Management Program Officer	
	Commandant (CG-7311) Boat Crew Training & Professionalism Mgr	
	Commandant (CG-7312) Heavy Weather Platform Sponsor	
	BM Rating Force Master Chief	
Members at Large	As designated by the Deputy Chief, Office of Boat Forces	

Table 3-8 SOSTAG Membership



C.3.b. SOSTAG additional members at large

A command who is certified surfman from each surf station shall serve as an at-large member of SOSTAG and facilitate direct communication. SOSTAG business will normally be conducted with the group identified above. At large members will be involved in action teams and policy change reviews. Additional members at large may be invited as needed to conduct business.

C.4. Reports

SOSTAG chair will provide a report to the Chief, Office of Boat Forces no later than 14 days after each SOSTAG meeting. Report shall include meeting itinerary, minutes, and recommended action items.



Section D. Prospective Surfman Program

D.1. Prospective Surfman Program (PSP) Purpose

This updates the Prospective Surfman Program (PSP), a system of identification, selection, training, and assignment of surfmen trainees.

D.1.a. PSP Background

Coast Guard surfmen are the service's most highly trained boat handlers. They are part of a long tradition of lifesavers, dating back almost 200 years, responsible for some of our service's greatest rescues. Operating rescue boats in surf and heavy breaking seas remains one of the most challenging and dangerous tasks Coast Guard boat crews perform. The surfman qualification process is long (due in part to limited training opportunity) and is extremely demanding. Prior to the PSP, only 50 percent of surfman duty billets were filled with qualified personnel, a number that has grown to 75 percent under this program.

D.2. PSP Eligibility

The PSP consists of three training levels: (1) entry, (2) intermediate, and (3) advanced. All Boatswain's Mate Third Class (BM3) and Boatswain's Mate Strikers (SNBM) are eligible to enter the PSP at level (1). BM3s are eligible to enter the PSP at level (2), and BM2s and BM1s are eligible to enter the PSP at level (2) or (3) if prerequisites listed in Table 3-10 are met. Members that do not meet the prerequisites may apply as alternates.

	Level 1	Level 2	Level 3
Rank	SNBM or BM3	BM3 or BM2	BM2 or BM1
Qualifications	None required	MLB Coxswain or other Coxswain*	MLB Heavy Weather Coxswain
Time remaining on enlistment		4 years	2 years

^{*}Qualified Coxswains on any standard boat who apply for the PSP will be alternates to MLB Coxswains.

Table 3-9 PSP Prerequisites



D.3. Procedures

Final surfman qualification can only be completed at a surf station or the National Motor Lifeboat School (NMLBS). All rated BMs assigned to these units are considered to be in the PSP. Procedures for other rated BMs desiring to become surfmen are listed below.

- (01) Members at Surf Stations. No action necessary. Rated BMs not wishing to qualify as surfmen should immediately advise their Commanding Officer/Officer in Charge (CO/OINC), modify their eresume, and may be subject to transfer at the discretion of the command and the respective Assignment Officer.
- (02) Members at Non-Surf Motor Lifeboat (MLB) Stations. Members should notify their CO/OINC, apply for the PSP using the application procedures below, and begin working on PSP objectives listed in table 3-12 as they are able.
- (03) Members at Non-MLB Stations. Members should notify their CO/OINC, apply for the PSP using the application procedures below, and begin working on PSP objectives listed in table 3-12 as they are able. Members should qualify as Coxswain on all unit boats.

D.4. Application and Selection

Application Procedures. To apply for the PSP, members must complete a Direct Access e-resume. On the e-resume, members must:

- (01) State their desire to become a surfman.
- (02) Indicate PSP level training completed or in progress.
- (03) Obtain a command endorsement.
- (04) Request assignment to any surf unit. The member may list desires on the e-resume, however service needs will dictate which surf station (Table 3-8) the member is assigned to.



D.4.a. Command Screening

Command recommendation is the primary method to screen potential prospective surfman. At a minimum, commands should assess the following characteristics when preparing a Direct Access endorsement:

- (01) Surfman job description. A Surfman is a leader and an expert in boat handling and Search and Rescue Operations that is expected to execute Search and Rescue under extreme pressure and weather conditions. Only time, training, and exposure can give a member the experience and judgment needed to perform under these conditions, thus making the training and certification process long and rigorous. This process should be expected to take up to four years before initial certification. The certification of Surfman is much more than just obtaining a competency, it is better described as a career path. With the follow on tour requirements after initial certification as outlined in the Reference (aaa), a member seeking to become a Surfman should expect to dedicate the next 8-10 years or longer to the surf community.
- (02) SOSTAG or Surf unit recommendation. It is highly recommended that a member desiring placement in the PSP call a SOSTAG member or Surf station to obtain the perspective of a Surf unit command (CO/OIC or XPO) on the realities of the duties as Surfman.
- (03) <u>Eligibility</u>. The member shall meet all requirements to enter the program.
- (04) <u>Desire / motivation</u>. The member shall possess the drive to persevere through a long and difficult qualification process.
- (05) <u>Performance</u>. Member shall have been proactive in performance of duties and in pursuing qualifications and advancement.
- (06) <u>Judgment</u>. The member shall have exercised good judgment and decision-making skills. Member shall have shown sufficient maturity.
- (07) <u>Unit Location</u>. Member should be aware of all surf unit locations and the fact that some are semi-isolated.

D.4.b. Notice of Selection

Non-surfman BM rated members who receive assignment to a surf station or NMLBS based upon their request are enrolled in the PSP. A notation to that effect will be made in the member's orders.



D.5. Program Completion and Exits

- a. Program Completion. Upon qualification as surfmen, members will begin an assignment in accordance with Reference (aaa) at their current unit as duty surfmen. If no billets are available at their current unit, members may be transferred to another surf unit.
- b. Follow-on Assignments. Follow-on assignments for surfmen include command cadre positions at boat stations and NMLBS instructor. Surfmen will also have opportunities for non-surf billets. Some recommended career paths for surfmen are listed below:



Prospective Surfman Program
PSP Level 1 (BM3/SNBM)
PSP Level 2 (BM3/BM2)
PSP Level 3 (BM2/BM1)

Table 3-10 Recommended Surfman Career Paths

Surfman Career Path 1		Surfman Career Path 2	
Surfman (Duty)	BM2/BM1	Surfman (Duty)	BM2/BM1
Non-surf Billet	BM1/BMC	Surfman (Training) or	BM1/BMC (Duty)
Surfman (Training) or	BMC (Duty)	Surfman (OPS)	BM1/BMC
Surfman (OPS)	BMC	Non-surf Billet	BMC/W2
Non-surf Billet or Surfman (XPO/OINC)	BMC/BMCS/W2	Surfman (XPO or OINC	BMC/BMCS
Surfman (OINC)	BMCS/BMCM/W3	Surfman (OINC)	BMCS/BMCM/W3

D.6. Withdrawal or Removal from PSP

Members that withdraw or are dismissed from the PSP will be reassigned when replacements are identified and will be restricted from future assignment to surf stations.

- Withdrawal. Members may withdraw from the PSP during levels all levels of the process by notifying their CO/OINC and completing a new Direct Access e-resume. Members may be subject to immediate transfer at the discretion of the command after a discussion with the respective Assignment Officer.
- (02) <u>Removal</u>. Members may be removed from the PSP by their CO/OINC. Reasons for removal include but are not limited to the



following:

- a) Failure to progress towards qualification. PSP levels should be completed within or reasonably near the times limits listed in Table 3-11.
- b) UCMJ violation or other misconduct.

D.6.a. Resignation of surfman qualification Qualified surfmen that wish to resign from the surfman program must make a request in writing to Coast Guard Personnel Service Center (CG PSC) via their CO/OINC and copy Commandant (CG-731). If approved, members lose credit for prior service as surfmen towards advancement, and must complete all requirements for advancement.

D.6.b. Reinstatement of surfman qualification Members that have resigned from the surfman program may attempt to reenter the program no earlier than one year after the date that surfman designation was removed. Members must requalify as surfmen, do not receive credit for prior service as surfmen towards advancement, and must complete all requirements for advancement.

	Level 1 Entry Level	Level 2 Intermediate	Level 3 Advanced
Unit Type	MLB Station	Heavy Weather or Surf Station	Surf Station
Objective	Complete Communications Watchstander PQS Complete Boat Crew PQS Complete MLB Coxswain PQS	Complete all non-surf MLB Heavy Weather Coxswain PQS	Complete Surfman PQS
Goal	Qualify as a MLB Coxswain	Qualify as a MLB Heavy Weather Coxswain	Qualify as Surfman
Time to complete level	2 yrs	1yr	1yr

Table 3-11 PSP Goals and Objectives



D.7. Rewards and Incentives

- (01) <u>Register of Surfmen</u>. Members that certify as surfmen are added to the United States Coast Guard Register of Surfmen, maintained at the NMLBS.
- (02) <u>Surfman Insignia</u>. Members who have earned a surfman qualification code are entitled to wear the surfman insignia in accordance with Reference (v).
- (03) Special Duty Assignment Pay (SDAP). Certified surfmen in surfmen billets who routinely serve in the unit's rotational watch schedule or serve in surfman instructor billets at NMLBS, are normally entitled to receive SDAP in accordance with 37 USC 307. SDAP eligibility and payment level is determined annually by a review board and published in an ALCOAST.

(04) Assignment Priority.

- a) Back-to-back tours. In accordance with Reference (aaa), certified surfmen will receive an assignment priority of '3' after successfully completing 2 consecutive tours at surf stations.
- b) <u>Station Quillayute River</u>. In accordance with Reference (aaa), all members serving full tours at this surf station will receive an assignment priority of '3' for their next assignment due to the semi-isolated location of this station.



CHAPTER 5 Level 1 PWCS Units

Introduction

This chapter describes the criteria and outlines training doctrine for designated Level 1 PWCS Units.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Level 1 PWCS Units	3-74
В	Tactical Coxswain Training Doctrine	3-75



Section A. Level 1 PWCS Units

Introduction

This section establishes the criteria for Coast Guard Level 1 PWCS Units. All Level 1 PWCS activities require tactical competencies consisting of certified Tactical Coxswains and Tactical Boat Crew Members. Designation as a Level 1 PWCS Unit does not alter the organizational structure of any unit or its relationship with other units or the public.

PWCS tactics and training requirements are contained in References (rr) and (bbb).

A.1. Level 1 PWCS Activity Criteria

PWCS activities are categorized using a risk-based approach. The highest level of risk is listed first.

- (01) High Value Unit (HVU) escorts.
- (02) High volume of High Interest Vessel (HIV) boardings in the port.
- (03) Military Out-Load (MOL), escort and point protection.
- (04) High volume escorts of High Capacity Passenger Vessels (HCPV).
- (05) High volume of Certain Dangerous Cargo (CDC) vessels transiting through key port areas.
- (06) Fixed security zone enforcement at higher risk Maritime Critical Infrastructure/Key Resources (MCI/KR).

A.2. List of Coast Guard Level 1 Units

A current Unit Classification list that includes Level 1 units is linked on the Unit Classification page on the Office of Boat Forces Website: http://cgweb.comdt.uscg.mil/G-RCB/unitclass.htm



Section B. Tactical Coxswain Training Doctrine

Introduction

Training and maintaining certification in tactical competencies is a dangerous, multi-asset evolution that involves *manageable risk*.

A "Force Package" consisting of a tactical crew, tactics and weapons proficiency is required to meet *Level 1* PWCS activities.

Standardized "force package" training uses an intentional layer of risk controls to safely provide boat crews the appropriate knowledge, skills and abilities, as described in Reference (cc).

Personnel seeking certification in tactical competencies shall follow training requirements outlined in Reference (cc).

Crew weapons training requirements can be found in References (d) and (rr) and will not be addressed in this section.

Training Roles

The role of supervisors is to provide their personnel with training opportunities to develop skills, judgment and decision-making capabilities. To do this, supervisors, regardless of their supervisory level, must provide guidance, structured training, leadership, motivation, and the proper role model. See Reference (rr) for details on the following mandated roles:

- (01) Designated Instructor
- (02) OPFOR Operator
- (03) Safety Observer

B.1. Training Asset Availability

PWCS training and currency pose unique challenges for units with limited assets. Units should coordinate with neighboring units whenever possible to accomplish the training. Units experiencing difficulty in scheduling the training should notify their Operational Commands and request assistance.



Extreme caution should be used when practicing and demonstrating these tactics!





CHAPTER 6 PURSUIT

Introduction

This chapter describes the criteria for designated Boat Forces units that conduct non-compliant vessel pursuit in support of the Maritime Counter Drug & Alien Migrant Interdiction mission. (These units were formerly known as *MLE Units*).

Pursuit tactics and training requirements are contained in Reference (rr).

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Scope of Pursuit (All Units)	3-78
В	Pursuit Level IV Units	3-79
С	Pursuit Level IV Training Doctrine	3-80



Section A. Scope of Pursuit (All Units)

A.1. Discussion

Reference (d) provides comprehensive policy on stopping non-compliant vessels, including the *use of force continuum* against non-compliant vessels.

The *use of force continuum* against non-compliant vessels applies as soon as a law enforcement unit (LEU) initiates contact with a vessel. When a vessel fails to heave-to and the LEU decides to maintain contact, the LEU is in *pursuit*.

Certain missions and operating areas have increased probabilities that higher use of force levels and potential multi-LEU tactics will be required to stop non-compliant vessels, including the use of disabling fire. (Disabling Fire is assigned Level IV in the *use of force continuum* against non –compliant vessels.)

The Coast Guard has developed a specialized *Pursuit Level IV* program to meet the demanding requirements of these high probability missions and operating areas. The program includes pursuit competencies, tactics, training and unit designation. See Reference (rr) for a complete description.

The use of certain tactics within the use of force continuum against non-compliant vessels may require authorization from higher authority. A unit does not have to be designated as a Pursuit Level IV Unit to conduct pursuit. However, authorization to employ certain tactics may not be granted by higher authority if the boat crew is not certified in pursuit competencies. Regardless of certification level, all Coxswains should have a solid understanding of the *use of force continuum* against non-compliant vessels per Reference (d) and pursuit tactics per Reference (rr).



Section B. Pursuit Level IV Units		
B.1. Criteria	The criteria for designation as Pursuit Level IV units is that the Unit routinely conducts Non-Compliant Vessel Pursuit (NCVP) during Counter Drug/Alien Migrant Interdiction Operations (CD/AMIO).	
B.2. List of Coast Guard Level IV Units	A current Unit Classification list that includes Level IV units is linked on the Unit Classification page on the Office of Boat Forces Website: http://cgweb.comdt.uscg.mil/G-RCB/unitclass.htm	



Section C. Pursuit Level IV Training Doctrine

Introduction

Training and maintaining certification in pursuit competencies is a dangerous, multi-asset evolution that involves manageable risk.

A "Force Package," consisting of a pursuit crew, tactics and weapons proficiency, is required to meet Pursuit Level IV activities.

Standardized "force package" training uses an intentional layer of risk controls to safely provide boat crews the appropriate knowledge, skills and abilities, as described in Reference (rr).

Personnel seeking certification in Pursuit Level IV competencies shall follow training requirements outlined in Reference (rr).

Crew weapons training requirements can be found in References (c) and (d) and will not be addressed in this section.

C.1. Training Roles

The role of supervisors is to provide their personnel with training opportunities to develop skills, judgment and decision-making capabilities. To do this, supervisors, regardless of their supervisory level, must provide guidance, structured training, leadership, motivation, and the proper role model. See Reference (b) for details on the following mandated roles:

- (01) Designated Instructor
- (02) OPFOR Operator
- (03) Safety Observer

C.2. Training Asset Availability

Pursuit training and qualification currency can pose unique challenges for units with limited assets. Units should coordinate with neighboring units whenever possible to accomplish the training. Units experiencing difficulty in scheduling the training should notify their Operational Commands and request assistance.



Extreme caution should be used when practicing and demonstrating these tactics!



CHAPTER 7 Ice Rescue

Introduction

Effective execution of ice rescue operations requires knowledgeable, well trained personnel who have been certified in ice rescue. Due to the harsh environmental conditions encountered when conducting ice rescue, response crews must be especially cognizant of the additional risks associated with on-ice and cold water operations. The ice rescue team leader, rescuers, and command must exercise sound judgment on a case-bycase basis and make appropriate recommendations to Operational Commander (OPCON)

In this Section

This section contains the following information:

Title	See Page
Response Policy	3-81
Minimum Crew Requirements	3-81
Additional Requirements	3-82

A.1. Response Policy

Freezing air and water temperatures significantly decrease survivability time for subjects trapped in the water or on the ice. Therefore, Search and Rescue Mission Coordinators (SMC's) must utilize the quickest on scene resources without unduly risking the safety of responding personnel. Helicopters are the primary ice rescue resource. If the case cannot be prosecuted by an aviation asset, a shore side station will conduct ice operations to the best of its ability. Coordination with appropriate state/local ice rescue agencies is highly encouraged. Units must conduct a risk assessment utilizing Operational Risk Management (ORM) prior to mission acceptance. Unit COs/OICs and the SAR chain of command shall strongly consider implementing additional conservative limitations, as conditions warrant, to effectively manage crew risk, endurance, and safety.

A.2. Minimum Crew Requirements

An Ice Rescue team consists of a minimum of four (4) persons:

- (01) The Team Leader (Coxswain qualified if using a powered conveyance with the exception of SKF/ICE)
- (02) Two (2) Rescuers
- (03) One (1) Communications Safeguard person to remain on shore at the launch point, monitor operations while maintaining communications with the team and the station.



A.3. Additional Requirements

Handheld GPS receivers shall be used on all deployments to provide reliable positioning information. All crewmembers shall be outfitted with a boat crew survival vest at all times.

A.3.a. Risk Management

Factors such as wind burn, frost bite, and exposure will significantly reduce the responder's functional readiness and capability to safely respond. Poor ice conditions and extreme negative temperatures are just a few of the additional factors that must be accounted for within the elements of the ORM model. The ice rescue team leader, rescuers, and command must exercise sound judgment on a case by case basis and make appropriate recommendations to OPCON.

At **NO TIME** will ice rescue operations be conducted when the combination of air temperature and wind velocity exceeds a wind chill factor of -54 degrees Fahrenheit (F) without first obtaining approval from OPCON.

At **NO TIME** shall a Government Vehicle be driven on the ice.

A.3.b. Required Personal Protective Equipment (PPE) for Ice Rescue Each member of the ice rescue team must wear one (1) each of the following personal protective clothing and equipment in accordance with Reference (f) when conducting ice rescue or training:



Cotton undergarments are not authorized.

- (01) MSD900/901 Breathable Marine Survival System
- (02) Polypropylene underwear
- (03) Polypropylene socks Layer I
- (04) Wool socks/Bootie Layer II
- (05) Neoprene Hood
- (06) Goggles (clear /tinted lenses)(Note 1)
- (07) Kayaker type helmet
- (08) Boat crew survival vest with contents
- (09) Type III Personal Flotation Devices (PFD) to be worn over the MSD 900/901



The following is additional required equipment issued by the unit that does not appear in Reference (f):

- (01) Ice cleats (football shoe with removable cleats replaced by screw and wing nut, two shoe sizes larger)
- (02) Head lamp w/head strap
- (03) Neoprene gloves (no less than 6.5-7 millimeters)
- (04) Ice awls w/ safety tip (keeper optional)
- (05) LIFEGUARD systems safety harness

NOTE &

Whether goggles have clear or tinted lenses is dependent on the environmental conditions.

A.4. List of Ice Rescue Units

A current Unit Classification list that includes Ice Rescue units is linked on the Unit Classification page on the Office of Boat Forces Website:

http://cgweb.comdt.uscg.mil/G-RCB/unitclass.htm





CHAPTER 8 Cutter Boat

Introduction This chapter outlines the organizational aspects of boats assigned to a

Cutter.

In this chapter This chapter contains the following sections:

Section	Title	See Page
A	Cutter Boat Duties and Responsibilities	3-86



Section A. Cutter Boat Duties and Responsibilities

Introduction

This section discusses the duties of the Commanding Officer (CO)/Officer in Charge (OIC), Officer of the Deck (OOD), Engineer Officer, First Lieutenant and collateral duty assignments as they pertain to Cutter boat operations.

In this section

This section contains the following information:

Title	See Page
Commanding Officer	3-86
Officer of the Deck	3-86
Engineer Officer	3-87
First Lieutenant	3-87
Senior BM assigned to boat operations	3-87
Senior Engineer assigned to boat operations	3-88
Rescue and Survival Petty Officer	3-88
Deck boat keeper	3-88
Engineer boat keeper	3-89

A.1. Commanding Officer/Officer in Charge

The duties of the CO/OIC are as follows:

(01) Monitor the seamanship proficiency and training of all assigned boat crewmembers, and ensure that personnel assigned to operational duties meet all appropriate recurrent training requirements.

A.2. Officer of the Deck

The duties of the OOD are as follows:

- (01) Ensure a boat brief and ORM are conducted before and after each mission.
- (02) Ensure the safe launch and recovery of the Cutter's boats.
- (03) Establish and monitor communications with boat crew.



A.3. Engineer Officer

The duties of the Engineer Officer are as follows:

- (01) Be responsible to the CO for establishing and maintaining a program for the maintenance and repair of the cutter boats.
- (02) Establish internal methods and procedures by which maintenance personnel can obtain required material to support the maintenance effort.

A.4. First Lieutenant

The duties of the First Lieutenant are as follows:

- (01) Be responsible, under the direction of the Executive Officer, for maintaining the cutter boat operations bill.
- (02) Ensuring that all cutter boat Coxswains, engineers, crew members are qualified and certified in accordance with Reference (c), and proper entries are made in AOPS/TMT.
- (03) Ensuring all personnel involved in cutter boat launch and recovery evolutions are qualified and certified in accordance with Reference (d).
- (04) Ensuring all members of the cutter boat crew are outfitted with the proper personal protective equipment in accordance with Reference (b).
- (05) Ensure the proper readiness and materiel condition of cutter boats.

A.5. Senior BM assigned to boat operations

The duties of the senior BM assigned to cutter boat operations are as follows:

- (01) Obtain and maintain the highest level of certification required per assigned cutter boat missions.
- (02) Maintain readiness and material condition of cutter boats.
- (03) Supervise the Rescue and Survival Petty Officer with duties and responsibilities.
- (04) Supervise the deck boat keeper with duties and responsibilities.



A.6. Senior Engineer assigned to boat operations

The duties of the senior Engineer assigned to cutter boat operations are as follows:

- (01) Obtain and maintain the highest level of certification required per assigned cutter boat missions.
- (02) Direct preventive and corrective maintenance of cutter boats.
- (03) Plan, coordinate, schedule, and control all phases of maintenance. Perform progress checks on all work assigned.
- (04) Maintain a boat maintenance status board and keep all appropriate personnel informed of boat status.

A.7. Rescue and Survival Petty Officer

The CO shall appoint in writing a Rescue and Survival Petty Officer to manage the rescue and survival equipment. This individual should:

- (01) Be a BM2/E-5 or above.
- (02) Be intimately familiar and knowledgeable via supervisor direct observation of all information contained in Reference (f).
- (03) Administer and coordinate the preventive/planned maintenance system (PMS) requirements through the appropriate departments.
- (04) Issue protective clothing and equipment (organizational clothing) and account for same using Personal Clothing and Equipment Form (AF Form 538).

Ensure personnel are aware of the proper use and care of issued equipment.

A.8. Deck Boat Keeper

CO/OIC should assign a Boatswain's Mate/Coxswain (E-4 or above) to be the Boat Keeper – Deck for each boat assigned to the Cutter (one boat, one Boat Keeper – Deck). The Boat Keeper – Deck shall:

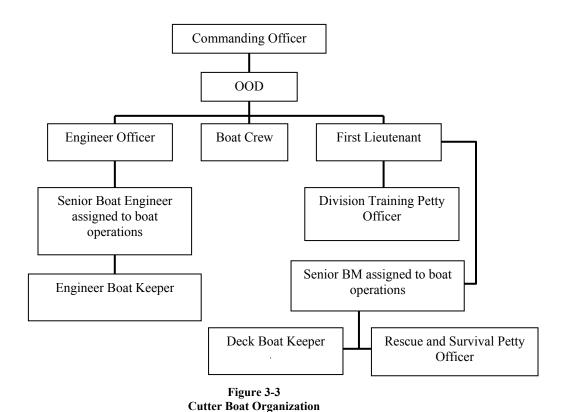
- (01) Oversee all aspects of deck standardization and maintenance for their assigned boat.
- (02) Coordinate maintenance and scheduling between the Deck and Engineering Departments



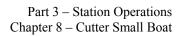
A.9. Engineer Boat Keeper

CO/OIC should assign a Machinery Technician (MK3 or above) to be the Boat Keeper-Engineering for each boat assigned to the unit (one boat, one Boat-Keeper-Engineering). The Boat Keeper-Engineering shall:

- (01) Oversee all aspects of engineering standardization and maintenance for their assigned boat.
- (02) Assist the Boat Keeper Deck in coordination of maintenance scheduling between the Deck and Engineering Departments.



3-89







CHAPTER 9 Aids to Navigation Units

Introduction

This chapter provides the basic format for a standard organization of a Coast Guard Aids to Navigation Team (ANT). It also sets forth the minimum requirements for organizing, administering, and operating Aids to Navigation Teams. This format should be modified only when necessary to meet individual ANT requirements.

NOTE &

ANTs have varied sizes and structures. This Chapter serves as a suggested model of how to distribute the tasks, as well as a general guide to the structure of the ANT.

The OIC shall promulgate the organization manuals for their Aids to Navigation Team. The first section shall cover any general principles desired, including the mission of the Aids to Navigation Team and any other general information appropriate to the scope of the chapter. The second section shall cover department organization and detailed duties. The third section shall cover watch organization as developed for the Aids to Navigation Team. The fourth section shall cover the system of unit orders and instructions. Additional sections are authorized as necessary.

Coast Guard Aids to Navigation Teams shall be organized and operated in accordance with the basic principles contained in References (i) and (ww).

In this Section

This section contains the following information:

Section	Title	See Page
A	Training	3-92
В	Mission Requirements and Limitations	3-95
С	Command Cadre	3-96
D	Duties and Responsibilities	3-97
Е	Aids to Navigation Team Watch Organization	3-106
F	Duty Section Organization	3-108



Section A. Training

Introduction

The core element of every Aids to Navigation Team's organizational structure is the Discrepancy Response Crew. Each Aids to Navigation Team's organizational structure should be designed to support and develop the Discrepancy Response Crew capability to perform assigned missions.

A.1. Unit Functions

The primary functions of Aids to Navigation Teams is the servicing of, and correcting discrepancies to, assigned lights, daybeacons and buoys, and include the following:

- (01) TRAINING. Provide essential training for boat crews, and other operations support personnel for the safe and effective execution of assigned duties.
- (02) MAINTENANCE. Accomplish scheduled maintenance and limited repairs for assigned boats and equipment, and perform general housekeeping for unit boats and facilities.
- (03) OPERATIONS. Successfully execute assigned Coast Guard missions in a safe and effective manner.

Training, maintenance, and operations requirements vary from Aids to Navigation Team to Aids to Navigation Team.

A.2. Standard Unit Organization

The standard organizational structure for all Aids to Navigation Teams shall consist of the Command Cadre and Discrepancy Response Crew.

A.2.a. Factors

Factors affecting the makeup of the Aids to Navigation Team Command Cadre and Discrepancy Response Crew shall include:

- (01) District mandated mission and boat readiness requirements.
- (02) Size of the Aids to Navigation Team and local conditions (e.g. personnel allowance, Discrepancy Response Crew requirements, number and type of boats assigned, distance to the parent command, and other factors).



A.2.b. Organizational Diagram

Figure 3-4 provides a standard organizational diagram for an Aids to Navigation Team. All Aids to Navigation Team functions must be stated in the Aids to Navigation Teams' organization chart. Aids to Navigation Teams are authorized to make additions or deletions of functions and duties where necessary. However, horizontal changes in the existing chart should be avoided.

The size of the Aids to Navigation Team and local conditions (e.g. personnel allowance, Discrepancy Response Crew requirements, number and type of boats assigned, distance to the parent command, and other factors) should determine any necessary changes. Collateral duties or other duties particular to an individual Aids to Navigation Team may be added to the organizational chart without changing its effectiveness or its basic purpose.

A.3. Unit

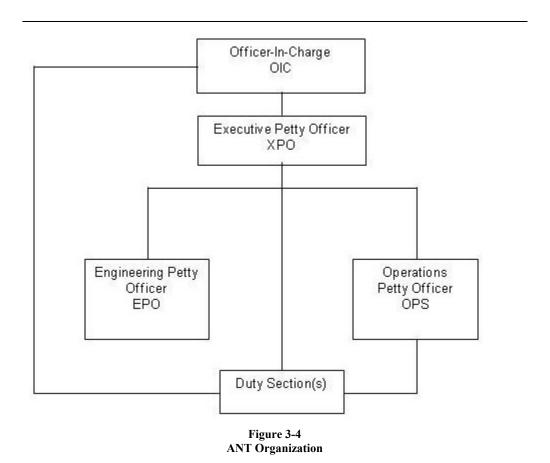
An Aids to Navigation Team is a Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty standers, boats, and equipment.

A.3.a. Elements

The elements of an Aids to Navigation Team include the following that apply:

- (01) Multi-mission shore facility
- (02) Vessel moorings and maintenance
- (03) Operation of boats in support of designated missions
- (04) Administration of Aids to Navigation Team
- (05) Provision of Aids to Navigation Team level training and equipment maintenance







Section B. Mission Requirements and Limitations

Introduction

This section discusses mission response requirements and gives guidance on self-imposed requirements to be avoided.

B.1. Mission Requirements

District Commanders establish Aids to Navigation Team mission requirements. Mission requirements are District-wide requirements with regional variations, as required, to meet the demands for Coast Guard services. The workload associated with District-mandated mission requirements will vary based on the Aids to Navigation Team's Area of Responsibility (AOR), boating activity in the AOR, and the proximity and availability of other Coast Guard assets to meet mission requirements.

B.1.a. Response Mission Requirements

Aids to Navigation Teams shall maintain the appropriate alert status for all Coast Guard missions requiring a response of 24 hours or less.

- (01) Bravo-Zero (B-0) alert is required for missions requiring Coast Guard response within 30 minutes of notification, or less.
- (02) Additional personnel shall be placed in the appropriate alert status when the projected response mission requirements exceed the capability of the primary response crew(s).

Aids to Navigation Team watch composition (e.g. duty crew) should be limited to the minimum required to support response mission requirements. The Discrepancy Response Crew shall maintain a adequate level for correction of discrepancies in accordance with the Discrepancy Response Factor Decision Guide (DRF), should be limited to the minimum required for appropriate Coast Guard response.

B.1.b. Non-Response Mission Requirements

Aids to Navigation Teams must carefully manage workload/fatigue risks associated with non-response operational requirements.

- (01) Non-duty crews shall be used to the degree necessary to protect the integrity of the duty crew's response capability.
- (02) Aids to Navigation Teams should limit personnel to a maximum of 8 hours work/duty for every 24-hour period of non-response missions.

B.2. Mission Limitations

All Aids to Navigation Teams are resource-constrained, designed to meet specific threats and mission requirements. The unit OIC shall maintain open communication with District Commanders, Sector Commanders to structure tasking and support accordingly.



Section C. Command Cadre

Introduction

The Aids to Navigation Team Command Cadre is responsible to its chain of command and support for overall mission accomplishment, administrative functions, good order and discipline, and maintenance of shore and boat assets.

C.1. Aids to Navigation Team Command Cadre

The core Command Cadre of an Aids to Navigation Team is the OIC, XPO, and EPO.

Additional command staff elements should be provided to address operational or administrative workload elements (e.g. Operations PO, Training PO, Deck Department Head, ATON Supervisor, and Rescue and Survival PO).



Section D. Duties and Responsibilities

Introduction

This section discusses the duties and responsibilities of Command Cadre, Department Heads, and collateral duty assignments.

In this section

This section contains the following information:

Title	See Page
Command Cadre	3-97
Training	3-99
Engineering Department	3-101
Deck Department	3-102
Boat Keepers	3-104
Collateral Duties	3-104

Command Cadre

D.1. OIC The duties of the OIC are as follows:

- (01) Perform the duties of the OIC as specified in Reference (i).
- (02) Be responsible for the administration and direction of all activities of the Aids to Navigation Team.
- (03) Monitor the seamanship proficiency and training of all assigned boat crewmembers, and ensure that personnel assigned to operational duties meet all appropriate recurrent training requirements.



D.2. XPO

The duties of the XPO are as follows:

- (01) Perform the duties of the XPO as specified in Reference (i).
- (02) Assist the OIC generally in the administration of the functions of the Aids to Navigation Team.
- (03) Serve as Administration Officer unless an independent duty Yeoman (YN) is assigned.
- (04) Serve as Supply Officer unless an independent duty Storekeeper (SK) is assigned.

D.3. EPO

The duties of the EPO are as follows:

- (01) Perform the duties of the head of a department as specified in Reference (i).
- (02) Manage the Engineering Department and be responsible to the OIC for the maintenance of boats, associated equipment, vehicles, and the Aids to Navigation Team facilities.
- (03) Administer the Engineering Department in accordance with all controlling directives.
- (04) Establish and maintain a program for the maintenance and repair of buildings, grounds, boats, and vehicles.
- (05) Establish and maintain a vehicle operator training and qualification program.
- (06) Provide physical security services.
- (07) Approve or reject completed maintenance or repair work based on appropriate standards.
- (08) Initiate action for survey in the event of loss, damage, or destruction of accountable items.
- (09) Maintain liaison with the Supply Department; provide technical advice for procuring and requisitioning engineering materiel and allowance list spares.
- (10) Be responsible for procurement, custody, issue, and condition of all general and special tools required by the Engineering Department.
- (11) Establish internal methods and procedures by which maintenance personnel can obtain required material to support the maintenance effort.



Training

D.4. Training Petty Officer

Designated Training Petty Officer (TPO) billets are assigned to manage the unit training program. This includes oversight of the unit's reserve training program and facilitates improvements in reserve readiness for mobilization, reserve administration and reserve education opportunities. The TPO will normally be staffed with a Boatswain's Mate (BM) equal to the pay grade of the XPO, but not less than E-6. See *Part 3, Chapter 1, Section D, Duties and Responsibilities paragraph D.13*. The TPO shall maintain Coxswain qualifications on all platforms assigned in accordance with this Manual *Part 4*, Boat Crew Training, or as directed by the OIC. The TPO shall work directly for the XPO.

NOTE &

If the requirement for an E-6 Boatswain's Mate is unachievable due to the Aids to Navigation Team billet structure, the next senior BM shall perform this duty.

Support

D.5. Support Petty Officer

The position of Support Petty Officer (SPO) was created to reduce/ eliminate the Aids to Navigation Team finance, supply, and administrative workload from the Aids to Navigation Team's Command Cadre. The SPO positions will be Storekeeper (SK) billets. These positions are day-worker positions and not intended to be Aids to Navigation Team duty stander positions. The SPO may perform the following duties:

- (01) Budgeting and accounting for, purchase/requisition, receipt, inspection, issue, stowage and preservation, packaging, shipment, disposal of, reutilization, and performance of inventory control for all property and materiel belonging to the Aids to Navigation Team(s).
- (02) Maintenance of all allowance documentation, and preparation of configuration change reports and allowance change requests; preparation of public vouchers, transportation requests and shipping documents.
- (03) Performance of traffic management/transportation functions including shipments, inspection, reservation, service orders, and claims relating to Government and personnel personal property.
- (04) Preparation of returns covering the receipts and expenditures of public monies.



- (05) Operation of office labor saving devices and automated data processing equipment.
- (06) Preparation and maintenance of required forms, records, publications, correspondence, reports, and files.
- (07) Procuring, receiving, stowing, issuing, shipping, disposing of, accounting for, and while in the custody of the SPO, maintaining all stores and equipment of the assigned Aids to Navigation Team(s), except as otherwise prescribed in appropriate directives or regulations.
- (08) Inspecting services and materiel received under contract or order calling for inspection on delivery, unless this function has been specifically assigned in writing by the OIC to another department having technical jurisdiction over the services or materiel.
- (09) When specifically designated by the Commandant, the SPO shall function as the authorized certifying officer, assistant disbursing officer, or cashier of the Aids to Navigation Team. This includes the procurement and disbursement of official funds for the Coast Guard, the payment of personnel, and payment for materiel and services procured by the Coast Guard, in accordance with procedures prescribed in Reference (xx).
- (10) Specific SPO duties and responsibilities may also include, but not be limited to, the following:
 - a) Procurement Desktop or other ledger updates
 - b) IMPAC verification report
 - c) Requisitions and procurements including automated requisitions, procurement requests (PRs), and any related research
 - d) Mail usage reports
 - e) UPH usage reports
 - f) Property reports and surveys
 - g) PI/MI inspection follow-up
 - h) CDAR follow-up and aftercare requires training
 - i) GSA vehicle report
 - j) Inventory management



- k) Mutual assistance
- 1) Combined Federal Campaign
- m) Enlisted evaluations (EPES) (coordination only)
- n) Performing other collateral duties as assigned by the Aids to Navigation Team OIC.

NOTE &

SPO duties for some of the above tasks will be limited to administration and coordination only (UPH usage report, PI MI inspection and follow-up, documentation of UCMJ proceedings). The Aids to Navigation Team OIC or other assigned department heads are still responsible for certification of these documents/tasks.

Engineering Department

D.6. Assistant The duti Engineering Petty follows: Officer

The duties of the Assistant Engineering Petty Officer (AEPO) are as follows:

- (01) Assist the EPO generally in the administration of the functions of the Engineering Department.
- (02) Serve as Engineering Department "Shop Supervisor":
 - a) Direct preventive and corrective maintenance of boats, vehicles, facilities, and all associated equipment.
 - b) Plan, schedule, and control all phases of maintenance. Perform progress checks on all work assigned.
 - c) Maintain a boat maintenance status board and keep all appropriate personnel informed of boat status.
 - d) Ensure maintenance instructions are prepared when required.
 - e) Ensure prompt and safe movement of boats to facilitate the maintenance effort.
 - f) Prepare necessary boat docking or parking plans.
 - g) Process repairable materiel in a serviceable status.
 - h) Initiate requests for required shop materiel, periodically review shop usage, and establish inventory re-order points.



Deck Department

D.7. Department Head

A senior Boatswain's Mate (i.e., E-6 or above), subordinate to the XPO, shall perform the duties as head of the Deck Department:

- (01) Perform the duties of the head of a department as specified by Reference (i).
- (02) Manage the Deck Department and be responsible to the OIC for the topside maintenance of boats, associated equipment, vehicles, and the unit facilities.
- (03) Serve as Operations Officer.
- (04) Serve as Communications Officer.
- (05) Serve as Navigation Petty Officer.

NOTE &

If the requirement for an E-6 Boatswain's Mate is unachievable due to the Aids to Navigation Team billet structure, the next senior BM shall perform this duty.

D.7.a. Operations Officer Duties and Responsibilities

The duties and responsibilities of the Operations Officer shall include the following:

- (01) Coordinate and control movements of boats (and vehicles, when operationally employed).
- (02) Prepare the daily operations schedule and duty section watch schedules.
- (03) Maintain boat and Aids to Navigation Team emergency bills.
- (04) Administer the Aids to Navigation Team's operational readiness program for boats and associated equipment, including towing vehicles and trailers.
- (05) Manage and direct training of Coxswains, Engineers, Boat Crew Members, and other Aids to Navigation Team duty standers.
- (06) Coordinate training syllabi in accordance with pertinent Commandant Directives.
- (07) Provide communications, weather, navigation, and public information services as required.
- (08) Supervise the Qualification Examining Boards and the Operations Standards Board.



D.7.b. Communications Petty Officer Responsibilities

The duties and responsibilities of the Communications Officer shall include the following:

- (01) Provide communications services as required.
- (02) Supervise the communications watch and handling of message traffic.
- (03) Administer communications procedures and training.
- (04) Provide control of classified material and cryptographic devices.
- (05) Provide control of communications equipment including portable radios.

D.7.c. Navigation Petty Officer

The duties and responsibilities of the Navigation Petty Officer shall include the following:

- (01) Provide charts, publications, navigation equipment, and records.
- (02) Maintain a list with the names of local and charted geographic points in the unit's Area of Responsibility (AOR).

D.7.d Rescue and Survival Systems Petty Officer

The unit OIC shall appoint in writing a Petty Officer to manage the Aids to Navigation Team's rescue and survival equipment. This individual shall:

- (01) Be a BM2/E-5 or above.
- (02) Be familiar with Reference (f).
- (03) Administer and coordinate the preventive/planned maintenance system (PMS) requirements through the appropriate departments.
- (04) Issue protective clothing and equipment (organizational clothing) and account for same using Personal Clothing and Equipment Form (AF Form 538).
- (05) Provide initial training to personnel during equipment issue.



Boat Keepers

D.8. Deck

Aids to Navigation Team OICs should assign a Boatswain's Mate/Coxswain (E-5 or above) to be the Boat Keeper – Deck for each boat assigned to the Aids to Navigation Team (one boat, one Boat Keeper – Deck). The Boat Keeper – Deck shall:

- (01) Oversee all aspects of deck standardization and maintenance for their assigned boat.
- (02) Coordinate maintenance and scheduling between the Deck and Engineering Departments.

D.9. Engineering

Aids to Navigation Team OICs should assign a Machinery Technician (MK3 or above) to be the Boat Keeper – Engineering for each boat assigned to the unit (one boat, one Boat Keeper – Engineering). The Boat Keeper – Engineering shall:

- (01) Oversee all aspects of engineering standardization and maintenance for their assigned boat.
- (02) Assist the Boat Keeper Deck in coordination of maintenance scheduling between the Deck and Engineering Departments.

Collateral Duties

D.10. Assignment

If staffing does not allow for an average workweek of 68 hours or less, department and Assistant Department Heads should retain responsibility for all collateral duties. Collateral duty tasks may be assigned to duty standers on an ad-hoc basis as long as those tasks do not interfere with duty standers' primary responsibilities (i.e., training and operations).



D.11. Training Petty Officer

The duties and responsibilities of the Training Petty Officer (E-6 or above) shall include the following:

- (01) Plan, coordinate, and execute the training program, and maintain Aids to Navigation Team training program guidance.
- (02) Maintain a central file of lesson plan outlines for all recurring training.
- (03) Procure and maintain Aids to Navigation Team training aids.
- (04) Maintain Aids to Navigation Team personnel training records.
- (05) Maintain a record of general military training conducted in accordance with this Manual.
- (06) Maintain a record of PQS/JQR qualified personnel in accordance with this Manual, and act as PQS/JQR Coordinator.
- (07) Maintain a record of completed drills and exercises in accordance with this Manual.

NOTE &

If the requirement for an E-6 Training Petty Officer is unachievable due to the Aids to Navigation Team billet structure, the next senior BM shall perform this duty.

D.12. Administration Officer

The XPO or independent duty Yeoman (if assigned) shall coordinate the following functions as Administration Officer:

- (01) Administer all functions pertaining to personnel.
- (02) Provide educational services.
- (03) Maintain general directives and general message files.
- (04) Provide clerical and mail services.
- (05) Provide medical services, including dental and sanitary services.
- (06) Provide special services such as housing, recreation, voting, bond sales, charity drives, and legal assistance.

D.13. Educational Services Officer

Educational services for Aids to Navigation Teams should normally be coordinated via a command authorized by the Coast Guard Institute to receive, administer, and forward correspondence course testing material. Parent Aids to Navigation Teams shall coordinate educational services for Aids to Navigation Team (small) personnel.



Section E. Aids to Navigation Team Watch Organization

Introduction

Aids to Navigation Teams are required to maintain a Discrepancy Response Crew to provide boat response capability for aids to navigation verification or other mission areas as required by the District Commander.

E.1. Discrepancy Response Crew

Maintaining the integrity of the Discrepancy Response Crew must be the primary focus of all Aids to Navigation Team personnel. Aids to Navigation Team Commanders shall organize duty sections to:

- (01) Ensure successful execution of assigned missions.
- (02) Protect the integrity of Discrepancy Response Crews Minimize the unproductive time members spend on the Aids to Navigation Team, for work life and crew rest considerations.

E.1.a. Duty Rotation

The OIC's choice of Aids to Navigation Team watch/duty rotation is a critical decsion. The Aids to Navigation Team's duty rotation will:

- (01) Define the minimum requirement for Coast Guard boat response in the Aids to Navigation Team's AOR.
- (02) Be the primary workweek driver for the Aids to Navigation Team.
- (03) Define the amount and nature of the time available for Aids to Navigation Team training/work/mission requirements.

E.1.b. Tasking

Tasking for duty crews and other members of the duty section should be restricted to proficiency training, routine/minor boat and facility maintenance, or housekeeping and operations. Duty standers should not be assigned management or administrative duties or responsibilities beyond those required in support of duty section operations.



E.1.c. Factors of Organization

The number of people assigned to the duty section should be the minimum required to provide the requisite response mission capability consistent with sound risk management principles. An Aids to Navigation Team's duty section organization should be based on District mandated response readiness requirements Tempo of Aids to Navigation Team operations.

E.2. Response Boat Readiness

District Commanders establish response (or "ready") boat readiness requirements based on the demand for Coast Guard response services, and the projected workload associated with that demand. Aids to Navigation Teams shall not exceed District mandated boat readiness requirements without concurrence from the District Commander.

E.3. Watch-Stander Designation Training

Aids to Navigation Teams must carefully manage workload/fatigue risks associated with watch-stander designation training.

- (01) Watch-stander designation training conducted in conjunction with the duty day, including underway training, should be scheduled.
- (02) Supervised break-ins for practical evaluation should normally be conducted in conjunction with routine duty section operations. Supervised break-ins are for evaluation, not training.



Section F. Duty Section Organization

Introduction

Aids to Navigation Team duty sections should, to the greatest extent possible, include the minimum number of people required to maintain the minimum required readiness posture.

F.1. Duty Section Requirements

Most Aids to Navigation Teams require:

- (01) Boat crew personnel (e.g.: Coxswain/, Engineer, and Boat Crew Member(s)) for the number of boats required to respond to ATON discrepancies according to Discrepancy Response Factor Decision Guide (DRF).
- (02) The duty Coxswain shall manage duty section operations, manage ATON discrepancies, administration (including the daily routine), and security as the OIC's direct representative.
- (03) Duty Crewmember/Engineer shall return to the unit at the OIC's discretion to inspect pyrotechnics, ensure that there are no ATON discrepancies posted on CGMS, and to check for watertight integrity of the unit's vessel if left in the water.

F.2. Certifications

Aids to Navigation Team duty section certifications shall be titled as specified below. The duties pertaining to each watch shall be as specified in this Manual and Aids to Navigation Team instructions, as appropriate.

- (01) Boat Crew Member.
- (02) ATON Boat Crew Member.
- (03) Engineer.
- (04) Boom/Crane Operator.
- (05) Buoy Deck Supervisor.
- (06) Contingency Coxswain.
- (07) Coxswain.
- (08) ATON Coxswain.

NOTE &

The number of personnel assigned to the duty section shall be the minimum required to provide the requisite boat response capability.



F.3. OOD Position

Most Aids To Navigation Teams will not require the use of an OOD however, need shall operate within the following guidelines. The OOD is a designated watch position. The OOD provides operations planning or execution oversight for missions of the Aids to Navigation Team OIC.

- (01) An OOD is not normally required for low operational tempo Aids to Navigation Teams. Aids to Navigation Teams with seasonal variation in operational temp should not maintain an OOD watch position during activity periods.
- (02) Aids to Navigation Teams with two or more response missions after normal working hours on two or more days a week may require an OOD.

F.4. OOD Responsibilities

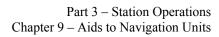
The OOD shall be responsible for Aids to Navigation Team operations, administrative requirements associated with Aids to Navigation Team operations, and the physical security of the unit as the designated representative of the OIC. The OOD, with the authority as delegated by the Aids to Navigation Team OIC, shall:

- (01) Interact with the media and local community after normal working hours.
- (02) Plan and manage the execution of Aids to Navigation Team operations.
- (03) Direct the duty section's daily routine:
 - a) Facility emergency plans (e.g. fire, bomb threats).
 - b) Aids to Navigation Team security.
 - c) Housekeeping and routine maintenance.
 - d) Operations related administration (e.g. messages and reports).

Specific duties of the OOD shall be defined in Aids to Navigation Team instructions. The authorities delegated to the OOD shall be designated in writing.

F.5. Discrepancy Response Crew Crew

The Discrepancy Response Crew shall maintain a adequate level for correction of discrepancies in accordance with the Discrepancy Response Factor Decision Guide (DRF).







PART 4 Training

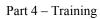
Introduction

This part provides the basic guidelines for implementing the Boat Forces Training System.

In this part

This part contains the following chapters:

Chapter	Title	See Page
1	Training and Qualification	4-3
2	Boat Crew Training	4-39
3	System Components	4-41
4	Qualification	4-65
5	Certification	4-77
6	Currency Maintenance	4-93
7	Documentation	4-113







CHAPTER 1 Training and Qualification

Introduction

Active duty, reserve, auxiliary, and civilian personnel conduct unit operational missions. This chapter describes the training and qualification system and the policies and procedures established to assure the continued development and availability of these professionals.

This chapter also provides a broad overview of the training infrastructure and how it relates to the unit training program at units. Follow-on Sections describe the unit training program and its various elements in greater detail.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Training	4-4
В	Organization	4-6
С	Unit Training Program	4-10
D	Duties and Responsibilities	4-17
Е	Personnel Qualification Standards (PQS)	4-20
F	Certification/Lapse and Recertification	4-25
G	Currency Maintenance	4-27
Н	Resident Training	4-28
I	General Military Training	4-35



Section A. Training

Introduction

The training and qualification requirements set forth in this Manual are established by various Program Managers to ensure the readiness of the unit and boat crews to complete assigned missions or carry out programmatic responsibilities safely and effectively. The following paragraphs provide a general description of various training sources and programs used to assist the unit in the execution of its unit training program. The availability of individual training sources for each unit may be dependent on missions and geographic location.

A.1. Training Teams

Area or District training teams (TRATEAMs) travel to units and provide a variety of training solutions. Course Managers, in conjunction with Commandant (CG-132), may certify this training as equivalent to resident training completion. TRATEAMS can provide training for PQS completion; evaluate the skill and knowledge of individual members or teams (e.g. boarding teams); and act as observers for unit drills or exercises.

A.2. Standardization Teams

Standardization (STAN) Teams travel to units to evaluate the condition of standard boats, boat crew proficiency, as well as the knowledge and skill of individual members. The STAN Team also evaluates unit rescue and survival systems, boat crew training, and qualification programs. A STAN Team can provide classroom lectures and provide unit-specific recommendations to improve boat crew training and qualification programs.

A.3. Exportable Training

Coast Guard training commands or Program Managers often "export" training, sending instructors to the unit. This training may include a variety of classroom or underway training. Course Managers, in conjunction with The Office of Training, Workforce Performance and Development (CG-132), may certify this training as equivalent to resident training completion. Instruction received may be applied toward POS completion.



A.4. Additional Training Sources

Commercial and government (including DoD) schools may be used to obtain training that is not available through the Coast Guard class "C" school system. Course Managers, in conjunction with Commandant (CG-132), may certify this training as equivalent to resident training completion. Instruction received may also be applied toward PQS completion.

Prior to purchasing any commercial training course, the unit should ensure that the training is not available through the Coast Guard class "C" school system or through a DoD school system.



Section B. Organization

Introduction

Commandant (CG-132) and the Office of Boat Forces (CG-731) will coordinate the publishing of approved requirements in this Manual. This policy does not limit Area and District Commanders from specifying additional training requirements. However, District Commanders are encouraged to establish a central approval authority to ensure a coordinated view of all training mandated on their units is maintained. They are also encouraged to provide a single instruction that specifies all training required by the Area or District. The Office of Training, Workforce Performance & Development Commandant (CG-132) is the approval authority for all headquarters mandated resident training and general military training requirements.

B.1. CG-731 Responsibilities

Chief, Office of Boat Forces Commandant (CG-731), as program manager for boats, shall:

- (01) Promulgate and maintain this Manual and Reference (cc).
- (02) Collate resident training and general military training requirements based upon input from Course Managers.
- (03) Develop and maintain standards for boat training exercises.
- (04) Establish duty stander qualification requirements.
- (05) Establish requirements and doctrine for implementation of the unit training program.
- (06) Monitor Coast Guard boat operations to determine future training needs, and adjust the system accordingly.
- (07) Maintain liaison with the Training Quota Management Center, other U.S. Government training commands and training sources, as appropriate and authorized by Commandant (CG-132), in order to maintain an integrated quota management system. This system should allow for improved quota management including:
 - a) The acquisition of non-Coast Guard quotas necessary to meet program needs.
 - b) An equitable allocation process given program priorities.
 - c)Out-year quota projections.
- (08) Provide system documentation for the boat crew training program by:



- a) Establishing guidelines for implementing boat crew training.
- b)Recommending documentation for maintaining the system records (i.e., AOPS/TMT).
- (09) Serve as Headquarters Planning Coordinator for Boat Standardization Team staffs
- (10) Monitor boat training programs offered by the Boat Forces and Cutter Operations Branch, National Motor Lifeboat School, and Special Missions Training Center.

B.2. FC-T Responsibilities

The following FORCECOM (FC-T) responsibilities are provided for a training manager and course manager.

B.2.a. Training Manager

Training and Educational Branch FORCECOM (FC-T), as the Coast Guard's training manager, shall:

- (01) Act as final approving authority for new resident training and general military training requirements.
- (02) Provide training policies and processes needed to manage unit training.
- (03) Establish and monitor measures of effectiveness and efficiency of training.
- (04) Manage AFC-56 budget and training quota control systems in support of unit training.
- (05) Provide training consultation services for course managers when requested.
- (06) Assist course managers in determining equivalencies between resident training courses and training received from other sources including exportable training and commercial and government schools.
- (07) Coordinate unit training needed as a result of major acquisitions (provide appropriate databases).



B.2.b. Course Manager

Course Managers (CM) are responsible for detailed management of Coast Guard particular courses and schools. Course Managers, in conjunction with Forcecom (FC-TOT), shall:

- (01) Establish training requirements within processes and guidelines set forth by Forcecom (FC-TOT).
- (02) Manage assigned resident training courses and training programs in accordance with Forcecom (FC-TOT) directives.
- (03) Act as waiver authority for all resident training courses and training requirements under their cognizance.

B.3. TQC Responsibilities

The Training Quota Management Center (TQC) is a headquarters unit located in Chesapeake, VA, responsible for the order-issuing functions for class "C" Schools. TQC shall:

- (01) Administer the Coast Guard's quota allocation process and serve as the class "C" school order-issuing authority for all Headquarters program managers in accordance Reference (bbb) and this Manual.
- (02) Advise FORCECOM (FC-T) of any inconsistencies in unit or boat crew resident training with information copies to Commandant (CG-731).
- (03) Assign quotas based upon the training requirements identified in this Manual in conjunction with the Operating Logistics Support Plan for assigned boats and program direction.
- (04) Schedule training for unit personnel in accordance with this Manual, the Operating Logistics Support Plan for assigned boats and program direction.
- (05) Maintain liaison with other U.S. Government training commands and training sources, as appropriate and authorized by Forcecom (FC-TOT), in order to maintain an integrated quota management system. This system should allow for improved quota management including historical utilization data.



B.4. District Commander Responsibilities

Within the District, the District Commander is responsible for carrying out the functions and duties of the Coast Guard and for assuring that these duties are performed efficiently, safely, and economically. District Commanders shall:

- (01) Issue directives as necessary to expand upon, but not contradict, the requirements in this Manual.
- (02) During MLC technical and compliance inspections, ensure the unit training program is implemented in accordance with this Manual and area directives.
- (03) Schedule District Training Team visits.
- (04) Submit an annual training plan as required by Reference (bbb).
- (05) Submit requests to the Area Commander for the use of training facilities that are not maintained by the Coast Guard or U.S. Navy. Fund training conducted at these facilities upon Area approval.

B.5. DOG and Sector Responsibilities

DOG and Sector Commanders provide direction, support and coordination for functions performed by subordinate units. They provide training support for subordinate units primarily by monitoring the training and operational performance of each unit. The DOG, Sectors shall:

- (01) Oversee all unit training and qualification programs under their respective cognizance.
- (02) Issue directives as necessary to expand upon, but not contradict, the requirements in this Manual, and all other applicable objectives.
- (03) During unit inspections, ensure the unit training program is implemented in accordance with this Manual and District and Area directives.
- (04) Use standardization team publications and check sheets as guides for conducting ready for operations inspections and drills.

DOG Senior Staff and Sector Commanders should periodically get underway on boats assigned to their units.

NOTE &

Responsibility levels for the Standardization Team requirements are listed in *Part 5*, *Chapter 1*, *Section B* of this Manual.



Section C. Unit Training Program

Introduction

A worthwhile unit training program may only be realized through the dedicated efforts and commitment of all unit personnel. It begins with the CO/OIC who must provide an appropriate level of "command emphasis" to ensure a viable training program. Implementing that program then becomes largely an all-hands responsibility. Virtually every member of the crew will participate as a PQS qualifier, drill evaluator, instructor, and mentor or as a member of the Training Board. Responsibilities and duties to be carried out by these personnel are described throughout this Part.

In this section

This section contains the following information:

Title	See Page
Unit Training Program	4-10
Duty Stander Qualification Training Program	4-12
Indoctrination Program	4-15
Training Documentation	4-16

Unit Training Program

C.1. Written Guidance

Each unit shall maintain written guidance for training that, at a minimum, addresses the following:

- (01) Internal procedures and guidelines for conduct of the Training Board including the required frequency of meetings.
- (02) Training4-12 Board memberships by name and position/title.
- (03) Duty stander Training Program, including:
 - a) Qualification Examining Board (QEB) memberships by name and position/title.
 - b)A list of personnel qualification standards (PQS) and job qualification requirements (JQR) qualifiers by name and subject matter.



c) Processes for:

- (i) Successful completion of PQS/JQR tasks.
- (ii) Practical evaluation of trainees.
- (iii) Conduct of QEBs in accordance with prescribed procedures.
- (04) Internal routing procedures for PQS/JQR qualification records (including practical evaluations and Qualification Examining Board recommendations), exercise evaluation [e.g. Ready for Operations (RFO) self-audit] sheets, and departmental and duty section training records.
- (05) Indoctrination Program responsibilities, policies and procedures.
- (06) List of personnel with AOPS / TMT access level.

C.2. Training Board

All units shall establish a Training Board. Minimum membership shall include the following:

- (01) XO/XPO
- (02) EO/EPO
- (03) ANT supervisor (if assigned)
- (04) Training Officer/Training Petty Officer (if assigned), and the
- (05) Senior Coxswain/Surfman trainer.

See this Manual Part 2, Chapter 4, Section D.

NOTE &

Members of the parent unit's Command Cadre should serve as members of Station (small) Training Boards.

C.3. Unit Training Plan

The Unit Training Plan Form CG-5293 (or locally produced form) is the foundation of the unit training program and is prepared by the Training Board.



C.3.a. Training Scheduling

The training schedule shall, at a minimum, identify time slots for all scheduled drills, exercises, all-hands training, and departmental/divisional training.

The unit training plan is in the form of a universal calendar and provides the unit with a flexible means of scheduling training to be accomplished over a specific period of time. It is anticipated that the unit will prepare unit training plans that correspond with the duty cycle. Unit Training Plan Form CG-5293 may be locally reproduced and is part of USCG Electronic Forms on Standard Work Station III.

C.3.b. Responsibilities

The following responsibilities apply for administration of the unit training plan:

- (01) The CO/OIC shall approve the unit training plan.
- (02) The XO/XPO/Training Officer is responsible for annotating the unit training plan to reflect what training actually gets accomplished. By this procedure, the unit training plan becomes the unit training record.
- (03) Unit training plans must be prepared for at least one month at a time. Weekly Training Plan Form (CG-5288) are not required at shore units.

C.3.c. "This is a drill"

Regardless of mission/activity being trained, boats operating at high speed convey a sense of urgency to non-participating observers. As with any training exercise, crews should diligently communicate the nature of activity with the words "This is a drill" during radio transmissions.

Duty Stander Qualification Training Program

C.4. Training Programs

Units shall establish and maintain duty stander qualification training programs to fully prepare assigned personnel for certification and to maintain desired skills through recurrent training. At a minimum, duty stander training programs shall provide for an efficient, effective process for:

- (01) Successful completion of personnel qualification standards.
- (02) Practical assessment of the trainee.
- (03) Comprehensive examination in accordance with prescribed standards.



C.4.a. Personnel Qualification Standards (PQS) Personnel qualification standards (PQS) are compilations of the minimum knowledge and skills that an individual must demonstrate in order to qualify to stand watches or perform other specific routine duties necessary for the safety, security, and proper operation of the unit. The goal of PQS is to standardize and facilitate these qualifications.

The unit CO/OIC shall analyze PQS and promulgate additional requirements as required to address local needs for certification at the unit. Unit Commanders shall advise Commandant (CG-731) and the appropriate program manager (e.g. Commandant (CG-531) for the Boarding Officer/Boarding Team Member Personnel Qualification Standard BO/BTM Law Enforcement Competency Qualifications Instruction (LECQI), by letter via the chain of command, of recommendations for improvement of PQS used to certify unit personnel. Where Coast Guard PQS exists, it shall be used in lieu of Job Qualification Requirements.

C.4.b. Job Qualification Requirements (JQR) Job Qualification Requirements (JQR) shall be developed for duty-standing positions for which there is no prescribed Coast Guard PQS (e.g. OOD).

- (01) JQRs shall be written in the same format as Coast Guard qualification guides or PQS.
- (02) Sharing of JQRs among units will help standardize the program and mitigate the administrative burden on individual units.

NOTE &

Providing copies of JQRs to Commandant (CG-731) via the chain of command can aid in the development of Coast Guard specific PQS in those areas where no PQS exists.



C.5. Local Area Knowledge and Geographic Points

Units shall prepare and administer local area knowledge and geographic point examinations to satisfy communications watch, Boat Crew Member, Engineer, Coxswain, Surfman, PQS, and OOD JQR task requirements. Examinations shall include "open and closed book" tests [i.e., with and without lists of common (i.e., local and charted) names of geographic points], as well as underway AOR trips for shore units.

C.6. Qualification Examining Board (QEB)

Qualification Examining Boards (QEBs) [e.g. Boat Crew Examining Board (BCEB), Law Enforcement Qualification Board (LEQB)] shall be established and maintained in accordance with specific guidance contained in qualification guides, personnel qualification standards, and this Manual. Examining boards shall:

- (01) Ensure all phases of the qualification process have been successfully completed in the manner prescribed by qualification guides, personnel qualification standards, and this Manual.
- (02) Make recommendations for certification to the CO/OIC.
- (03) Provide guidance to the member for additional training as required.
- (04) Advise the CO/OIC on matters pertaining to the qualification process.

C.6.a. Membership

Qualification Examining Board members shall be currently certified for the Qualification Examining Board position. If there are not enough members with current certifications, units shall postpone the planned board convening until members with current certifications are available, or contact the Operational Commander to arrange for members with current certifications from neighboring units.

C.6.b. Practical Evaluations

Practical evaluations (i.e., check-rides, supervised break-ins, or mock boarding), shall be prepared and administered in conjunction with the qualification process for:

- (01) Boat crew (i.e., Boat Crew Member, Engineer, Coxswain, Surfman).
- (02) Boarding team (i.e., Boarding Team Member, Boarding Officers).
- (03) Other duty standers (e.g. Communications Watch, OOD).



C.7. Checklists

QEB checklists shall be prepared and administered to assess the required knowledge and skill identified in qualification guides, personnel qualification standards, and all applicable directives.

- (01) Checklists shall be used for all practical evaluations.
- (02) Completed checklists shall be reviewed and signed by the trainee and evaluator at the conclusion of the practical evaluation.
- (03) Boat type specific tasks should be specifically identified on boat crew evaluation checklists.
- (04) The use of checklists developed by standardization teams should be used when applicable.

C.8. Evaluators

CO/OIC designated evaluators shall complete QEB checklists. For practical evaluations, evaluators shall be:

- (01) The most qualified and experienced members available.
- (02) Thoroughly familiar with the references and the QEB checklists for the desired designation.
- (03) Designated in writing by the unit CO/OIC.
- (04) Currently certified.

The trainee's trainer/mentor should be excluded from the evaluation process.

Indoctrination Program

C.9. Purpose

Each unit shall develop and implement an Indoctrination Program. The purpose of the Indoctrination Program shall be to familiarize each new member with the basic administration, organization, and standard operating procedures of the unit.

C.10. Structure

The program shall be structured (via a "unit check in sheet") so that it can normally be completed within two weeks of the member reporting aboard. Specific attention shall be given to including critical safety-related issues and programs. A Certain PQS and JQR, or portions of a PQS or JQR, may be required as part of the Indoctrination Program.



Training Documentation

C.11. Electronic Files

Required training information shall be entered into the E-Training system or appropriate database.

C.12. Unit Files

Boat Crew Currency Reports, Individual Development Plan (IDP), Personal Fitness Plan and additional training requirements not yet captured by the E-Training System shall be maintained in a unit training file.

Recommended format:

Part 1 – Crew Currency (TMT Report or other documentation affecting crew certification status).

Part 2 – Resident Training.

Part 3 - GMT.

Part 4 – Correspondence Courses.

Part 5 – Weapons.

Part 6 – MICS.

C.13. Individual Records

CO/OIC's should encourage members to maintain an Individual Training Record to ensure historical maintenance of training.



Section D. Duties and Responsibilities

Introduction

This section reviews the responsibilities of the Command Cadre and various collateral duty assignments related to training.

In this section

This section contains the following information:

Title	See Page
Command	4-17
Training Board	4-18
Training Petty Officer	4-18
Educational Services Officer	4-19

Command

D.1. CO/OIC Responsibilities

The unit CO/OIC shall carry out an active unit training program based on the requirements of this Manual and Area/District directives. The CO/OIC shall:

- (01) Provide an appropriate level of guidance to ensure unit personnel, including subordinate unit (i.e., Station (small)) personnel, receive the quantity and quality of training needed to carry out assigned missions.
- (02) Approve the unit training plan.

NOTE &

A Station (small) OIC/Supervisor shall also perform the duties of unit XPO and unit Training Officer.

D.2. XO/XPO Responsibilities

The unit XO/XPO shall:

- (01) Serve as chairman of the unit's Training Board.
- (02) Supervise the Training Officer/Training Petty Officer.
- (03) Maintain liaison with the designated Educational Services Officer.
- (04) Establish and administer the Indoctrination Program.
- (05) Publish scheduled training activities in the Plan-of-the-Day/Week.



Training Board

D.3. Membership

Training Board membership shall, at a minimum, include the following:

- (01) XO/XPO.
- (02) All Department Heads.
- (03) ANT supervisor (if assigned).
- (04) Training Petty Officer (if assigned).
- (05) Coxswain/Surfman.

D.4. Responsibilities

The Training Board shall:

- (01) Prepare the unit training plan to establish training policies and priorities; define unit needs and specify training objectives to meet mission responsibilities.
- (02) Supervise and control training and periodically review and modify training policies and programs to adapt to changing needs and conditions.
- (03) Manage the unit training plan by scheduling unit drills and exercises, departmental training periods, professional development training, and schedules for accomplishing general military training.

Training Petty Officer and Assistant Training Petty Officers

D.5. Unit Training Officer/Petty Officer Responsibilities The unit Training Officer/Petty Officer (E-6 or above), and Station (small) OIC shall:

- (01) Coordinate all unit training.
- (02) Monitor the unit training program.
- (03) Maintain unit training program guidance and files.
- (04) Ensure underway drills and exercises are captured in the E-Training System.
- (05) Maintain a central file of lesson plan outlines for all recurring training.
- (06) Maintain the E-Training system.



D.6. Assistant Training Officer Responsibilities

It is recommended that units designate Petty Officers (E-4 and/or as designated by the discretion of the CO/OIC), in writing, as Assistant Training Petty Officers, who shall:

- (01) Ensure departmental training and PQS/JQR programs are established and implemented in accordance with this Manual and appropriate Area/District instructions.
- (02) Monitor professional qualification programs and ensure appropriate documentation is completed.
- (03) Implement and monitor recurrent training associated with professional development programs.
- (04) Assign or act as instructors for each training period. Monitor the effectiveness of instruction. Provide appropriate guidance and feedback.
- (05) Ensure lesson plan outlines are complete, accurate, and achieve desired training objectives.
- (06) Advise the Training Officer/Petty Officer (or XO/XPO, or Station (small) OIC) of training progress and deficiencies.
- (07) Coordinate the development of lesson plan outlines.
- (08) Assist in the maintenance of the E-Training System for shore units. Cutters refer to *Part 4, Chapter 1, Section C.14* of this Manual.

NOTE &

Designated Assistant Training Petty Officers may include unit EPO, ANT Supervisor (if assigned) or Operations Petty Officer (if assigned).

Educational Services Officer

D.7. Authority and Coordination

Educational services for units shall normally be coordinated via a command authorized by the Coast Guard Institute to receive, administer, and forward correspondence course testing materiel (i.e., a POPFAC). The unit XO/XPO shall coordinate educational services via the selected POPFAC Educational Services Officer. Parent units shall coordinate educational services for Station (small) personnel.



Section E. Personnel Qualification Standards (PQS)

Introduction

Unit duty personnel, including boat crew, boarding team, and duty section personnel (e.g. communications watch and OOD) require thorough training to function as a safe and effective team. To ensure unit crewmembers develop and maintain a high standard of proficiency, the CO/OIC shall ensure completion of PQS training as described in this chapter.

NOTE &

The CO/OIC shall require any training beyond the minimum training specified herein as necessary to maintain proficiency.

E.1. Command Responsibilities

The CO/OIC shall ensure qualification requirements are completed in a timely manner. Personnel shall not be allowed to remain in a qualification program without satisfactory progress for extended periods. Trainee status shall not be used to allow undesignated members to work as a certified member of a boat crew, boarding team, or duty section. Unit duty-stander certifications are issued or revoked by the unit's CO/OIC.



E.2. Competencies Certifications

Every unit has unique operational requirements based on their Area of Responsibility and tempo of operations or demand for Coast Guard services. The following list of unit competencies/certifications is considered representative, but not all inclusive:

- (01) Communications Watch Stander.
- (02) Boat Crew Member.
- (03) ATON Boat Crew Member.
- (04) Tactical Boat Crew Member.
- (05) Pursuit Boat Crew Member.
- (06) Contingency Engineer.
- (07) Engineer.
- (08) Boom/Crane Operator.
- (09) Buoy Deck Supervisor.
- (10) Contingency Coxswain.
- (11) Coxswain.
- (12) ATON Coxswain.
- (13) Tactical Coxswain.
- (14) Pursuit Coxswain.
- (15) Heavy Weather Coxswain.
- (16) Surfman.
- (17) Boarding Officer/Boarding Team Member (BO/BTM).
- (18) Officer of the Day (OOD).
- (19) ICE Rescuer.

E.2.a. Cross-Designations

Members of the boat crew may be cross-designated as Boarding Team Members or Boarding Officers, but all members of the boat crew are not required to be cross-designated. Personnel assigned to boat Stations are expected to achieve Boarding Team Member certification.



E.3. Trainee Status

Members "in-training" may participate in boat operations or other related operational activities as trainees. A trainee shall not be used as a substitute for a certified member of a boat crew, boarding team, or duty section.

E.4. Competency Codes Management

The appropriate competency code is assigned and entry made in the individual's personnel record when they have met the requirements set forth in this Manual and are certified by the CO/OIC. The CO/OIC is responsible to ensure the PERSRU/unit Yeoman will make an entry in Direct Access.

E.4.a. Loss of Certification

The CO/OIC shall take appropriate action when members do not maintain a current qualification/certification or fail to meet recurrent training minimums. Whenever personnel are encountered who, after a reasonable amount of time, are unable to qualify for boat crew duties, administrative action should be taken.

E.4.b. Documentation Requirements

Any failure to maintain currency requirements or loss of certification should be documented in the E-Training system. Failure to certify within the unit prescribed time frame should be documented by other administrative means.

E.5. Officer-ofthe-Day Qualification Requirements

If the unit has a requirement for an OOD, job qualification requirements (JQR) shall address the following:

- (01) Unit operations, including SAR, LE, RBS, MS, PWCS.
- (02) Unit Area of Operation.
- (03) Boat operations.
- (04) Unit/facility emergencies (e.g. fire, bomb scare, civil unrest).
- (05) Duty section daily routine.
- (06) Public affairs and community affairs.
- (07) The Station OOD shall successfully complete SAR School or the SAR Fundamentals correspondence course.

E.6. Boarding Team Training Program Requirements

All unit personnel tasked with boarding team responsibilities shall be guided by the requirements specified herein.

Prospective Boarding Team Members (BTMs) and Boarding Officers (BOs) shall complete the LECQI tasks as prescribed in Reference (tt).



E.7. Boarding Officer Qualification Requirements

Qualification as Boarding Officer requires successful completion of sections One and Two contained in Reference (tt).

Completion of the Maritime Law Enforcement Academy (MLEA) BO resident training (Basic Boarding Officer Course BBOC) or Boarding Officer Practical Course (BOPC) is the minimum requirement for qualifying as a Boarding Officer. Upon returning to the unit, Boarding Officers can receive certification only from the Unit Commander. Once certified as BOs by the Unit Commander, BOs are required to maintain currency as directed in Reference (tt).

Boarding Officer PQS tasks, with the exception of specialty and optional qualification tasks, can be completed in approximately 90 days or less for a newly assigned member with no experience.

Member experience, other unit work or duty, and unit specific PQS requirements, including specialty and optional law enforcement requirements, are the primary factors that should be considered in determining the time to allot.

E.8. Ice Rescue Training Program

All unit personnel tasked with Ice Rescue responsibilities shall be guided by the requirements specified herein.

E.8.a. General Requirements

Prospective Ice Rescuers shall complete the PQS tasks as prescribed by the Operational Commander.

Ice Recue instructors must be command designated.

CO/OIC can require completion of specialty and optional PQS certification.

E.8.b. Ice. Rescue Qualification Requirements

Qualification as an Ice Rescue Member requires completion of the PQS tasks prescribed by the Operational Commander. These tasks represent the minimum elements of skill, knowledge and performance necessary to safely and effectively execute the duties of an ice rescuer. Tasks should be learned through constant practice and under the guidance of the instructor.

A record of the training accomplished shall be kept using the Task Accomplishment Record. The instructor is responsible for keeping the trainee's qualification tasks correct and current at all times.

When the trainee has successfully completed the qualification process, he/she is ready to begin the certification process.



E.8.c. Ice Rescuer Certification Requirements

The CO/OIC of the unit has the authority and responsibility to certify unit personnel as ice rescuers. By doing so the CO/OIC is verifying the individual's professional expertise and authorizing the individual to conduct ice rescue.

The CO/OIC has the authority to revoke the ice rescuer certification of an individual attached to the unit. This action shall be formally documented and a copy filed in the members training record.

The trainee must satisfactorily complete the applicable qualification tasks including all type requirements for which the trainee is being certified.

The trainee shall demonstrate proficiency during a comprehensive practical exercise.

Successfully complete an oral examination.

Every ice rescuer must be certified in writing by the unit commander.

E.8.d. Unit Commander's Certification

The CO/OIC must be certified in writing by the Sector Commander. They have one (1) year to certify after reporting to the unit.



Section F.Certification/Lapse and Recertification

Introduction

The CO/OIC shall only consider members for certification after they have successfully completed the applicable PQS and a thorough practical evaluation, and have been recommended by the appropriate Qualification Examining Board.

F.1. Duty Stander Final written certification from the CO/OIC is required for all duty stander designations. Final certification is the official statement of the CO/OIC that the member has demonstrated:

- (01) The minimum required knowledge and skill for the position designation as evidenced by the completed PQS, practical evaluation, and the positive recommendation of the qualification examining board.
- (02) The judgment and maturity required to:
 - a) Act responsibly.
 - b)Perform assigned duties in the manner prescribed by Coast Guard directives and regulations.
 - c) Function as a team member.
 - d)Interact positively with the public in the execution of Coast Guard duties.
- (03) For Boarding Officers and Boarding Team Members, the necessary temperament and judgment to carry and properly use weapons in the performance of their duties.

F.2. Auxiliarist Certification

Boat crew certifications and currency documentation of Coast Guard Auxiliary members shall be maintained in the unit files and a copy forwarded to the District Director of Auxiliary.



F.3. Revoking Certifications

The CO/OIC shall rescind certification when members do not maintain Commandant or unit standards for certification, and fail to meet recurrent training minimums.

F.3.a. CO/OIC Authority

The CO/OIC of a unit has the authority to revoke the certification(s) of any individual attached to the unit. The CO/OIC shall rescind certification upon loss of trust or confidence in the member's ability to perform assigned duties.

F.3.b. Relief for Cause

In all cases except medical situations of a temporary nature, a member of the Command Cadre unable or unwilling to attain required certification or maintain currency shall normally be relieved for cause.

F.3.c. Medical Situations

Medical situations of a temporary nature are defined as conditions that preclude a member from boat operations for a period of no more than 12 months.

F.4. Documentation Requirements

Any failure to qualify or maintain currency requirements should be documented, delineating the areas of improvement required prior to qualification or recertification, and entered into the member's E-training record.



Section G. Currency Maintenance

Introduction

Unit personnel must meet proficiency requirements through performance during normal operations or dedicated training operations in order to maintain competency in their respective duty standing positions.

G.1. Requirements

In addition to the position specific currency requirements contained in personnel qualification standards or this Manual, unit Commanders may impose additional requirements. If an individual fails to meet the prescribed currency requirements for the position designation, he/she shall be required to recertify.

G.2. Weapons Qualifications

Weapon qualifications specified in this manual must be continuously maintained in accordance with Reference (hhh). If a required weapon qualification lapses, the CO/OIC shall locally suspend the member's mission certification until weapons requirements are met.

If the period of suspension is greater (or anticipated to be greater) than two weeks then the CO/OIC shall:

- (01) Decertify the member for the effected qualification in TMT, or
- (02) Obtain a waiver from CG-721 via the Chain of Command.



Section H. Resident Training

Introduction

The Coast Guard's training infrastructure does not have the capacity to completely support resident training requirements for units. Table 4-1 and Table 4-2 represent the desired resident training requirements for units. Commandant (CG-731) is continuing to develop specific, supported resident training requirements for unit personnel. Commandant (CG-731) will promulgate these requirements when established.

H.1. Tracking Resident Training Records

Units shall track and maintain a comprehensive record of resident training completion for all assigned personnel. The forms listed below may be used in conjunction with readiness decision aids for tracking and reporting purposes. However, units may track resident training completion using these forms or any other paper/electronic format they find suitable.

H.2. Forms

Coast Guard Mission Area Resident Training Record Form (CG-5396) is used to record resident training data associated with Coast Guard mission areas.

Coast Guard resident training schedules are found on the TQC Internet home page.

H.3. Training Policies

Resident training availability to meet the requirements set forth in Table 4-1 and Table 4-2 is limited by funding constraints, quota restrictions, and/or class sizes.

- (01) Resident training quotas are allocated for units or positions.
- (02) There are insufficient quotas and funding available to meet all resident training/course requirements.
- (03) Units must rely on the PQS system and/or on-the-job training (OJT) to qualify personnel for many jobs and watch positions.



H.4. Resident Training Quota Management

The Coast Guard Personnel Service Center (PSC) will make every effort to assign personnel to units in accordance with the training requirements identified in this Manual.

Quotas assigned should be used, unless a significant degradation in mission performance would result due to the individual's absence, or there no longer is a need for the course (i.e., PQS qualification as substitute). Notification procedures for these instances are outlined in Reference (bbb).

H.5. Resident Training Quota Procedures

The procedures for units to obtain resident training quotas are provided in Reference (bbb).

- (01) Members shall submit a Short-Term Resident Training Request (STTR) for all formal class "C" schools.
- (02) Class Convening Schedule for Coast Guard Class "A" and "C" Resident and Exportable Training Courses may be accessed via the Internet.
- (03) Other managed quotas. Some course managers receive STTRs and prepare class rosters for some resident training courses. The class rosters are forwarded to TQC who approves the entitlements and issues message orders. Units should contact the appropriate course manager, as indicated on the TQC Internet home page for specific information regarding quota allocation.

H.6. Master Training Lists (MTLs)

Master Training Lists (MTLs) are a table-formatted administrative tool used to establish resident training requirements common to most Stations and Aids to Navigation Teams (ANTS). Other boat units may use the table as a recommended guide if applicable.

H.6.a. Table 4-1 and Table 4-2

Table 4-1 and Table 4-2 list resident training requirements tied to specific ranks/rates and positions at most units, including course titles and course numbers.



H.7. Equivalent Training

Course Managers, in conjunction with Commandant (CG-132), may certify training as equivalent to resident training completion. Units may request certification of other than resident training courses by forwarding a written request for consideration to Commandant (CG-132) via the chain of command, copies to the Course Manager and Commandant (CG-731). Equivalent training (i.e., striker programs) must be completed in accordance with all applicable instructions and directives.

H.8. Designated Surfman Trainers

Personnel filling Designated Surfman Trainer billets are required to complete the resident Instructor Development Course (Course code 230140) within six months of reporting.

H.9. Boat Forces Command Cadre Course

The Boat Forces Command Cadre Course (Course code 230277) is required training for all members in receipt of orders to assignment as Commanding Officer, Officer in Charge, Executive Officer, Executive Petty Officer, Operations Officer (MSST and MFPU only) and Engineering Petty Officer of a Station, Aids to Navigation Team (ANTS), Maritime Force Protection Unit or Maritime Safety and Security Team. Additionally, personnel with repeat Boat Forces Command Cadre tours who have not attended the course within the last five years shall attend. Members shall make all efforts to attend the course prior to reporting, or, if unable to attend prior, within 6 months of being in command cadre position.

H.10. Resident Course

All available resident courses can be found at the Training Quota Management Center web link found at: http://www.uscg.mil/hq/tqc/Index.shtm.

H.11. Boarding Team

All Boarding Officers/Boarding Team Members must be qualified in accordance with the PQS in Reference (tt), found at: http://cgweb2.comdt.uscg.mil/CGDirectives/Welcome.htm.



Commanding Officer (CO)	Course Code	Course Title
	230277	Boat Forces Command Cadre
ANT Assigned	500126	Officer-in-Charge ATON Team
	400385	Search Coordination and Execution (SC&E)
Officer-in-Charge (OIC)	Course Code	Course Title
	230277	Boat Forces Command Cadre
ANT Assigned	500126	Officer-in-Charge ATON Team
	400385	Search Coordination and Execution (SC&E)
Executive Officer (XO)	Course Code	Course Title
	230277	Boat Forces Command Cadre
	400385	Search Coordination and Execution (SC&E)
Executive Petty Officer (XPO)	Course Code	Course Title
	230277	Boat Forces Command Cadre
	400385	Search Coordination and Execution (SC&E)
Engineering Petty Officer (EPO)	Course Code	Course Title
	230990	Engineering Administration (Ashore)
	230277	Boat Forces Command Cadre
	500096	Shore Confined Space Entry
O/B Bt Assigned	Commercial	Outboard Motor Maintenance & Repair
UTB Assigned	Commercial	Cummins, VT903M Operation Maintenance & T.S.
Assistant EPO (if assigned)	Course Code	Course Title
	230990	Engineering Administration (Ashore)
UTB Assigned	Commercial	Cummins, VT903M Operation Maintenance & T.S.
O/B Bt Assigned	Commercial	Outboard Motor Maintenance & Repair

Table 4-1 Resident Training – UTB/RB Stations



ANT Supervisor (ANT assigned)	Course Code	Course Title	
	230277	Boat Forces Command Cadre	
	500126	Officer-in-Charge ATON Team	
	230020	Advanced Minor Aids to Navigation	
	230460	Aid Positioning	
	500622	Minor ATON Maintenance Service Tech.	
Senior Boatswain Mate (CO Station)	Course Code	Course Title	
	230277	Boat Forces Command Cadre	
	400385	Search Coordination and Execution (SC&E)	
Officer-of-the- Day (OOD)	Course Code	Course Title	
	400385	Search Coordination and Execution (SC&E)	
Boat Engineer (MK2 & Above)	Course Code	Course Title	
UTB Assigned	Commercial	Cummins, VT903M Operation Maintenance & T.S.	
O/B Bt Assigned	Commercial	Outboard Motor Maintenance & Repair	

Table 4-1 (Continued) Resident Training – UTB/RB Stations

NOTE &

Course codes are subject to change and should be confirmed on the Training Quota Management Center (TQC) web page located at: http://www.uscg.mil/hq/tqc/Index.shtm.



Commanding Officer (CO)	Course Code	Course Title	
	230277	Boat Forces Command Cadre	
ANT Assigned	500126	Officer-in-Charge ATON Team	
	400385	Search Coordination and Execution (SC&E)	
	230333	MLB (44' / 47') OPS/RFO Supervisor Course	
Officer-in-Charge (OIC)	Course Code	Course Title	
	230277	Boat Forces Command Cadre	
ANT Assigned	500126	Officer-in-Charge ATON Team	
	230330	NMLBS Heavy Weather Coxswain	
	400385	Search Coordination and Execution (SC&E)	
	230333	MLB (44' / 47') OPS/RFO Supervisor Course	
Executive Officer (XO)	Course Code	Course Title	
	230277	Boat Forces Command Cadre	
	400385	Search Coordination and Execution (SC&E)	
	230333	MLB (44' / 47') OPS/RFO Supervisor Course	
Executive Petty Officer (XPO)	Course Code	Course Title	
	230277	Boat Forces Command Cadre	
	230330	NMLBS Heavy Weather Coxswain	
	400385	Search Coordination and Execution (SC&E)	
	230333	MLB (44' / 47') OPS/RFO Supervisor Course	

Table 4-2 Resident Training - MLB Stations



Engineering Petty Officer (EPO)	Course Code	Course Title	
	230990	Engineering Administration (Ashore)	
UTB Assigned	Commercial	Cummins, VT903M Operation Maintenance & T.S.	
	230670	Hydraulic Systems and Equipment	
	501096	MLB (44' / 47') Engine Maintenance/RFO Course	
O/B Bt Assigned	Commercial	Outboard Motor Maintenance & Repair	
	500096	Shore Confined Space Entry	
	230277	Boat Forces Command Cadre	
Assistant EPO (if assigned)	Course Code	Course Title	
	230990	Engineering Administration (Ashore)	
UTB Assigned	Commercial	Cummins, VT903M Operation Maintenance & T.S.	
	230670	Hydraulic Systems and Equipment	
	501096	MLB (44' / 47') Engine Maintenance/RFO Course	
O/B Bt Assigned	Commercial	Outboard Motor Maintenance & Repair	
ANT Supervisor (ANT assigned)	Course Code	Course Title	
	500126	Officer-in-Charge ATON Team	
	230020	Advanced Minor Aids to Navigation	
	230460	Aid Positioning	
	500622	Minor ATON Maintenance Service Technician	

Table 4-2 (Continued) Resident Training - MLB Stations

NOTE &

Course codes are subject to change and should be confirmed on the Training Quota Management Center (TQC) web page located at: http://www.uscg.mil/hq/tqc/Index.shtm.



Section I. General Military Training

Introduction

General military training is usually carried out at the unit level. It is usually imposed by program managers in support of broad Coast Guard policies, programs or missions. Until now, these requirements existed only within a wide variety of directives promulgated by various programs. Although many of these "requirements" were established as optional or recommended objectives, this distinction was often unclear.

This section discusses the distinction between required and optional training.

- (01) Required all-hands training (Table 4-3)
- (02) Training that is required only for selected personnel.

Operational Commanders may require units under their cognizance to conduct additional general military training. This Manual does not include general military training requirements imposed by Areas and Districts.

I.1. Scheduling and Planning

The Training Board shall schedule all-hands general military training in the unit training plan. The XO/XPO is responsible for ensuring selected personnel training is scheduled and conducted as listed in the unit training plans. There is no requirement to have all unit personnel complete all-hands training at the same time.

- (01) For both all-hands and selected personnel required training, refer to the list in AOPS/TMT and Direct Access Databases.
- (02) All-hands training should be scheduled to correspond with duty schedules (i.e., duty section training).
- (03) Standardized lesson plans and training materiel are required for duty section training.
- (04) The training plan should identify a primary and secondary trainer for each training topic and duty section.

I.2. Lesson Plans

For recurring training, it is recommended that a member assigned by the Training Board develop lesson plan outlines. The Training Officer shall maintain lesson plan outlines. Sharing of lesson plans among units promotes standardization and mitigates the administrative burden on individual units. Program managers may provide training materiel such as lesson plans or videotapes.



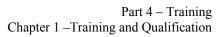
I.3. Documentation

The Senior Petty Officer in the duty section shall ensure all-hands general military training (Table 4-3) is documented in the E-Training Program managers may require additional documentation or administrative actions.



Training	Sponsor	Reference	Freq
Authority & Jurisdiction (BO only)	CG-531	COMDTINST M16247.3 (series)	Α
Commercial F/V Safety (BO only)	CG-5	COMDTINST 16711.14 (series)	Α
BWI Enforcement (BO only)	CG-531	COMDTINST M16247.3 s(series)	Α
Conduct a Frisk Search	CG-531	COMDTINST M16247.3 (series)	Α
Conduct a Search Incident to Arrest	CG-531	COMDTINST M16247.3 (series)	Α
Expandable Baton Tactics	CG-531	COMDTINST M16247.3 (series)	Α
Handcuff a Subject	CG-531	COMDTINST M16247.3 (series)	Α
Hostage Situation	CG-531	COMDTINST M16247.3 (series)	Α
Level 1-5 Tactics	CG-531	COMPTINST M16247.3 (series)	A
Level 3 Tactics	CG-531	COMDTINST M16247.3 (series)	A
Level 4 Tactics	CG-531	COMDTINST M16247.3 (series)	Α
Personal Defense Weapon (PDW)	CG-531	COMDTINST M16247.3 (series)	S
MARPOL Training	CG-53	COMDTINST M16000.6 (series)	A
Physical Fitness Standards	CG-731	COMDTINST M16247.3 (series)	S
Remove a Weapon/Cooperative	CG-531	COMDTINST M16247 3 (series)	Ã
Riot Shotgun Familiarization	CG-751	COMDTINST M16247.3 (series)	S
Tactical Concepts	CG-531	COMDTINST M16247.3 (series)	Ã
Tactical Procedures	CG-531	COMDTINST M16247.3 (series)	A
Use of Force Continuum	CG-531	COMDTINST M16247.3 (series)	S
Weapons Retention	CG-531	COMDTINST M16247.3 (series)	Ä
CG Advancement System	CG-1	COMDTINST M1000.2 (series)	A
Code of Conduct	CG-1	COMDTINST M1000.2 (series)	ĀR
Educational Opportunities	CG-1	COMDTINST M1500.10 (series)	S
Family Child Care Training	CG-111	COMDTINST 1754.15 (series)	AR
Financial Management	CG-111	COMDTINST M1000.6 (series)	A
Forklift Operations	CG-13	COMDTINST M11240.9 (series)	AR
Geneva Convention	CG-13	COMDTINST M1500.10 (series)	AR
Hazing Awareness	CG-1	COMDTINST 1610.1 (series)	AR
Indebtedness	CG-1	COMDTINST M1000.6 (series)	AR
Ombudsman Training	CG-111	COMDTINST 1750.4 (series)	AR
Personal Relationships	CG-1	COMDTINST M1000.6 (series)	R
Privacy Act	CG-611	COMDTINST M5260.3 (series)	AR
Retirement/Separation	CG-01	COMDTINST 1040.4 (series)	AR
Types of Discharge	CG-1	COMDTINST M1000.4 (series)	AR
UCMJ	CG-1	COMDTINST M1000.4 (series)	AR
Venereal Disease	CG-1	COMDTINST M1000.4 (series)	R
NFPA Standard Training 1001	CG-3P	COMDTINST M16000.6 (series)	AR
Introduction to TCT (Course #0648)	CG-113	COMDTINST 1541.1 (series)	В
Energy Management Training	CG-8	COMDTINST 4100.2 (series)	R
Mail Management Training	CG-611	COMDTINST M5110.1 (series)	R
Public Affairs	CG-	COMDTINST M5728.2 (series)	R
Voting Assistance Training	CG-122	COMDTINST 1742.3 (series)	В
Auxiliary Qualification Examiner	CG-731	COMDTINST M16794.51 (series)	AR
Driver Improvement Course	CG-113	COMDTINST M5100.47 (series)	A
Frequency symbols:			
C – Continuous T – Triennial	A	R – As Required A – Annual	
O – Ouarterly R – Regularly		- Semiannual B - Biennial	

Table 4-3
Commandant Mandated Training – Boarding Team Requirements







CHAPTER 2 Boat Crew Training

Introduction This chapter gives a basic overview of the boat crew training system.

In this chapter This chapter contains the following sections:

Section	Title	See Page
A	System Overview	4-40



Section A. System Overview

Introduction

The Coast Guard's boat crew training system establishes minimum standards of knowledge, performance, and currency maintenance requirements for all personnel (regular, reserve, and auxiliary) serving as crewmembers on all shore-based and Cutter-based Coast Guard boats. It explicitly tasks the CO/OIC with the responsibility for the training of boat crews, and provides them with guidelines for the establishment of a successful training program.

A.1. Underway Boat Operations

The best boat crew training programs combine classroom instruction, shore-side practical exercises, and technology with an abundance of underway time. Most of the underway training requirements in this system can be accomplished coincidental with multi-mission operations. When the tempo of operations does not provide sufficient underway opportunities, as in winter or in the off-season, frequent dedicated underway training sorties should be scheduled. For shore units that maintain a readiness response posture, there should be very few days when one or more boats are not underway for operations or training.

A.2. Boat Crew Training System

In this system:

- (01) A trainee is apprenticed to an instructor who guides the trainee through the qualification phase, providing hands-on training and assisting with a program of study.
- (02) Reading materiel is based on the references specified for each task.



CHAPTER 3 System Components

Introduction

Each component of the training system has assigned responsibilities and tasks. Each responsibility is important to the success of the training and the final certification process. This chapter discusses the components of the training system and outlines responsibilities and duties within the system.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Program Managers	4-42
В	District and Operational Commanders	4-43
С	Unit CO / OIC	4-44
D	Unit Training Petty Officers	4-48
Е	Boat Crew Examination Board (BCEB)	4-49
F	Ice Rescue Examination Board	4-59
G	Instructors and Trainees	4-62



Section A. Program Managers

A.1. Commandant

The Office of Boat Forces, Commandant (CG-731), is the program manager for the boat crew training system. As such, Commandant (CG-731) provides long-range planning for the system. Functions of Commandant (CG-731) include:

- (01) Monitoring Coast Guard boat operations.
- (02) Determining future personnel and training needs.
- (03) Adjusting and equipping the system accordingly.
- (04) Providing system documentation for the system, including:
 - a) Guidelines for implementing boat crew training.
 - b) Specific training guides for the different boat crew positions.
 - c) Recommended documentation for maintaining the system records.

A.2. Specific Needs

Other program managers with boat crew training interests or requirements should consult Commandant (CG-731) to ensure their specific needs are met.



Section B. District and Operational Commanders

B.1. District Commanders

District Commanders monitor and ensure:

- (01) System compliance within their Districts through regular or special District inspections.
- (02) Policies that encourage maximum effective use of District boats for underway operations and training.

B.2. Operational Commanders

Operational Commanders provide training support for subordinate units primarily by monitoring and active engagement in the training and operational performance of each unit. The procedures set forth in this Manual *Part 5, Readiness and Standardization*, shall be used to ensure personnel are well versed and engaged in the RFO evaluation process and the conduct of underway drills.

B.2.a. Responsibilities

Operational Commanders are responsible for ensuring that all Command Cadre personnel maintain certification in accordance with this Manual *Part 4, Chapter 3, Section C.* All initial and recertifications within the E-Training System for CO/OICs ashore, or letters for Cutter CO/OICs, shall be signed by the Operational Commander (this authority may be delegated in writing).

B.2.b. Participation in Training Exercises

To emphasize the importance of the system, Operational Commanders are encouraged to periodically get underway on boats assigned to their units.



Section C. Unit CO and OIC

Introduction

This section provides guidance on how to run an effective boat crew training program that ensures unit personnel can perform assigned missions.

In this section

This section contains the following information:

Title	See Page
Responsibilities and Duties	4-44
Boat Crew Certification Requirements for Command Cadre	4-46

Responsibilities and Duties

C.1. Unit Commanders

Unit CO/OICs shall:

- (01) Become thoroughly familiar with the contents of and ensure personnel are following all applicable references listed in this Manual Part 4, Chapter 2.
- (02) Monitor the unit training program.
- (03) Maintain file of Crew Proficiency Reports (electronic documentation is sufficient).
- (04) When situations exist that preclude a member from completing qualification tasks, issue *deferred task(s)* as follows:
 - a) Temporary deferments are appropriate when training resources (or other limitations, e.g. heavy weather) are not available (or not economically feasible) within the qualification time frames required to maintain unit mission capability. Deferments lasting more than 60 days require command level documentation of actions which provide next level in the chain of command visibility of resource issues. If tasks are temporarily deferred then interim certifications are normally used.
 - b) Permanent. Obtain waiver from Commandant (CG-731) via Operational Commander, then outline in the unit SORM/CORM those tasks of *U.S. Coast Guard Boat Operations and Training (BOAT) Manual VOL II*, COMDTINST M161134.3 (series) which cannot be completed at unit. *If tasks are permanently deferred then normal certifications are used. Upon personnel transfer, previously deferred tasks must be reconsidered for completion based on new unit capabilities.*



(05) In TMT, enter appropriate comments for all deferred task(s). The only Command Cadre positions allowed to process CO Approvals in TMT without a waiver from Commandant (CG-731) are Sector Commander, Deputy Sector Commander, Response Department Head, Prevention Department Head, Commanding Officer, and Officer in Charge.

C.2. Local Knowledge Criteria

Unit Commanders are responsible for analyzing local needs and promulgating any additional requirements for certification at the unit.

C.3. Boat Crew Certification

The unit Commander has the final authority for certifying boat crew. Recommendations from the Boat Crew Examining Board should be carefully reviewed.

C.4. Cutter Boat Crew Certification

The senior BM and engineer assigned by the CO to cutter boats operations are required to obtain and maintain the highest level of certification required per assigned cutter missions.

C.5. Tactical Training for Reserves

Close liaison shall be maintained between Unit Commanders and Reservists assigned to ensure that training opportunities are available.

When Reservists are mobilized in support of MOL or contingency operations which require tactical competencies, these Reservists are authorized formal tactical training.

Though Reservists are authorized formal tactical training, this does not guarantee training availability.

Unit Commanders must carefully weigh the benefits and impacts of sending Reservists or active duty personnel as PWCS training resources are very limited.

C.6. Coast Guard Auxiliary

Coast Guard Auxiliary members may only be assigned the following boat crew competencies on Coast Guard boats upon completing the qualification and certification requirements as detailed in this Manual Part 4, Training.

- (01) Boat Crew Member (ATON Boat Crew Member for ATON units).
- (02) Engineer (including ATON).

C.7. Improvements

Unit Commanders are requested to advise Commandant (CG-731), via the chain of command, of recommendations for improvement to the Boat Crew Training System.



Boat Crew Certification Requirements for the Command Cadre

C.8. Certification Timeline

Boat Forces Command Cadre shall certify within a reasonable amount of time (within six months of reporting aboard, unless stated otherwise below).

- (01) Boat Forces COs (CWOs only), OICs, XPOs, Station (small) Supervisors and Senior Boatswain's Mates shall certify as Coxswain. ATON Coxswain, Tactical Coxswain, Pursuit Coxswain, Heavy Weather Coxswain, as applicable, shall be completed within one year of reporting aboard.
- (02) Station and ANT EPOs shall certify as Engineer. EPOs at units with boat types that do not require Engineer certification shall maintain a minimum of currency as a Boat Crew Member. No waivers are permitted for this requirement.
- (03) ANT EPOs shall certify as Boom/Crane Operators.
- (04) Station COs/XOs (above CWO) shall certify as Boat Crew Member.
- (05) Onboard cutters, the senior BM and engineer designated to boat operations shall complete Coxswain (or boat engineer, as appropriate) within 6 months of being designated. Higher level certification (e.g. Pursuit Coxswain) shall be completed within 1 year of reporting aboard.

All other Boat Forces Units Command Cadre Personnel under the command of a commissioned officer (Ex. MSU, Sector, MSST/MSRT, Strike Teams, PSU, and Cutters) shall not be expected to attain Coxswain or Boat Crew Member certification.



C.9. CO (CWO)/OIC Certification Process

CO (CWO) and OICs shall complete the certification process as follows:

Is member previously certified COXN on boat type?	Then	
Yes	Operational commander conduct records review to ensure member was certified on previous unit platforms.	
	Conduct area familiarization exercise.	
	Pass physical fitness test	
	Conduct area familiarization exercise	
No	Complete underway check-ride	
	Complete initial certification process for boat type.	

Table 4-4 CO/OIC Certification Process

C.10. Maintenance Applicability

Command Cadre must complete the semi-annual/annual currency maintenance requirements in this Manual *Part 4, Chapter 6*, and maintain certification while assigned to the unit.

Except for medical situations of a temporary nature, a Command Cadre member unable or unwilling to attain certification or maintain currency shall normally be relieved for cause. Medical situations of a temporary nature are defined as conditions that preclude a member from boat operations for a period of not more than 12 months.

C.11. Inability of Unit Crew to Qualify for Boat Crew Duties

Boat Forces units are classified based on assigned mission activities. Unit Personnel Allowance Lists are assigned billet titles and competencies to ensure members possess the required skills and knowledge for the assigned mission activities. Whenever personnel, after a reasonable amount of time, are unable to meet the competencies required of their billet, administrative action should be taken in accordance with Reference (ccc).

NOTE &

A guideline for "reasonable amount of time to certify" is the average amount of time for previously uncertified unit Coxswains to certify.



Section D. Unit Training Petty Officers

Introduction

The unit Training Petty Officer (E-6 or above) is responsible for the day-to-day management of the unit training program at ashore operational units with Coast Guard boats assigned. This involves various record keeping and supervisory duties.

D.1. Responsibilities

The Training Petty Officer is responsible for the following tasks:

- (01) Maintaining E-Training records.
- (02) Maintaining unit training file.
- (03) Supervising unit instructors.
- (04) Updating the unit Commander.
- (05) Interviewing prospective trainees and instructors.
- (06) Recommending trainee/instructor assignments.
- (07) Monitoring trainee progress.
- (08) Coordinating certification procedures with the BCEB and the unit Commander.
- (09) Maintaining a central file of lesson plan outlines for all recurring training.
- (10) Maintaining records of completed drills and exercises.
- (11) Scheduling classroom and underway training.
- (12) Monitoring and supervising the currency/proficiency program.



Section E. **Boat Crew Examination Board (BCEB)**

Introduction

The Boat Crew Examination Board (BCEB) is comprised of certified boat crewmembers, consisting of experienced Boat Crew Members, Engineers, and Coxswains selected by the unit Commander and organized as applicable to examine and evaluate boat crew candidates. The BCEB is designated in writing. The primary function of the BCEB is to recommend personnel for certification to boat crew positions. The board is responsible for the administration of comprehensive check-rides and personal interviews. A unit BCEB serves as the quality control source for unit boat crews.

E.1. Designation

The BCEB shall be designated within the E-Training System.

E.2. Members

The BCEB should consist of at least:

- (01) One experienced Engineer.
- (02) One experienced Coxswain.
- (03) If applicable, one experienced ATON, Tactical, Pursuit, Heavy Weather Coxswain or Surfman.
- (04) If applicable, senior Law Enforcement Instructor (LEI).

The size of the unit, as well as the number of personnel requiring certification, determines the size of board membership.

E.3. Representation

Members selected should be members of the unit representing different boat crew skills and positions found at the unit. Unit Commanders should monitor the performance of board members. For continuity, those members demonstrating superior performance should be continued on the board.

the Board

E.4. Chairman of The CO/OIC will designate the Chairman of the Board, normally the XO/XPO.



E.5. Underway Check-Rides

BCEBs shall plan and conduct check-rides in order to evaluate prospective boat crewmembers underway. The trainee should be able to perform all duties required for the boat crew position and boat type for which certification is sought, up to the standards established in the qualification tasks for the crew position.

E.5.a. Boat Crew Member

The check-ride will be conducted by an experienced, certified Coxswain from the BCEB. The evaluation should include drills involving the use of various equipment and line handling. Skills to observe include:

- (01) Boat familiarization.
- (02) Watch-standing.
- (03) Area familiarization.
- (04) Basic navigation.
- (05) Boat handling.
- (06) Use of rescue and survival gear.
- (07) Emergency procedures.
- (08) Application of team coordination and risk assessment standards.
- (09) Operational Risk Management (ORM).

E.5.b. ATON Boat Crew Member

The check-ride will be conducted by an experienced, certified ACOXN or ABCM from the BCEB. The evaluation should include:

- (01) ATON procedures.
- (02) Safety and responsibilities.
- (03) Terminology.
- (04) Equipment/associated hardware use and application.
- (05) Mooring maintenance.
- (06) Mooring evolution.
- (07) Towing a buoy.
- (08) Rigging safety precaution fundamentals.
- (09) Operational Risk Management (ORM).



E.5.c. Boom/ Crane Operator

The check-ride will be conducted by an experienced, certified ATON Coxswain or Boom/Crane Operator from the BCEB. The evaluation should include:

- (01) Boom/crane operation.
- (02) Safety fundamentals.
- (03) Operational Risk Management (ORM).

E.5.d. Buoy Deck Supervisor (BDS)

The check-ride will be conducted by an experienced, certified ATON Coxswain or Buoy Deck Supervisor from the BCEB. The evaluation should include:

- (01) Buoy deck safety.
- (02) Buoy deck procedures.
- (03) Equipment fundamentals.
- (04) Operational Risk Management (ORM).

E.5.e. Tactical Boat Crew Member

The check-ride will be conducted by an experienced, certified Tactical Coxswain from the BCEB. The evaluation should include:

- (01) Knowledge of tactical boat maneuvers.
- (02) Use of Force against vessels posing imminent threat.
- (03) Weapons Employment.
- (04) Communications.
- (05) Operational Risk Management (ORM).

E.5.f. Pursuit Boat Crew Member

The check-ride will be conducted by an experienced, certified Pursuit Coxswain from the BCEB. The evaluation should include:

- (01) Knowledge of pursuit boat maneuvers.
- (02) Use of Force against non-compliant vessels.
- (03) Weapons Employment.
- (04) Communications.
- (05) Operational Risk Management (ORM).



E.5.g. Engineer (including Contingency)

The check-ride will be conducted by an experienced, certified Engineer from the BCEB. The evaluation should include drills involving propulsion equipment, damage control, and casualty control. Skills to observe include:

- (01) Area familiarization.
- (02) Boat engineering systems familiarization.
- (03) Pre-start checks and adjustments.
- (04) Monitoring of all engineering systems.
- (05) Simulated engineering casualties and correction procedures.
- (06) Shutdown and securing procedures.
- (07) Knowledge of general engineering specifications of the boat type.
- (08) Use of rescue and survival gear.
- (09) Emergency procedures.
- (10) Required preventive maintenance for the boat type.
- (11) Application of team coordination and risk assessment standards.
- (12) Operational Risk Management (ORM).

E.5.h. Contingency Coxswain

The check-ride will be conducted by an experienced, certified Coxswain from the BCEB. The evaluation should include drills involving boat type familiarization, boat operations, crew control, mission management and the maturity and judgment necessary to perform as the boat Coxswain in the performance of PWCS missions. Skills and attributes to include:

- (01) Departure Planning.
- (02) Crew brief/debrief.
- (03) Area familiarization.
- (04) Navigation and piloting.
- (05) Boat handling.
- (06) Towing.
- (07) Person-in-the-water recovery.
- (08) Engineering casualty control.
- (09) Judgment.
- (10) Operational Risk Management (ORM).



- (11) Leadership.
- (12) Use of rescue and survival gear.
- (13) Emergency procedures.
- (14) Evolutions specific to unit mission.
- (15) Local knowledge without reference to charts and publications, including any probable trouble spots (shallow water, sunken pilings, etc.).
- (16) Application of team coordination and risk assessment standards. Coast Guard, District, **Sector**, and unit operating procedures and policies.

E.5.i. Coxswain

The check-ride will be conducted by an experienced, certified Coxswain, Heavy Weather Coxswain, or Surfman from the BCEB. The evaluation should include drills involving boat type familiarization, boat operations, crew control, mission management, and the maturity and judgment necessary to perform as a boat Coxswain. Skills and attributes to observe include:

- (01) Departure planning.
- (02) Crew brief/debrief.
- (03) Area familiarization.
- (04) Navigation and piloting.
- (05) Plot and execute basic search patterns.
- (06) Boat handling.
- (07) Towing.
- (08) Person-in-the-water recovery.
- (09) Engineering casualty control procedures.
- (10) Judgment.
- (11) Leadership.
- (12) Use of rescue and survival gear.
- (13) Emergency procedures.
- (14) Evolutions specific to unit mission.



- (15) Local knowledge without reference to charts and publications, including and probable trouble spots (shallow water, sunken pilings, etc.).
- (16) Application of team coordination and risk assessment standards.
- (17) Coast Guard, District, Sector, and unit standard operating procedures and policies.
- (18) Operational Risk Management (ORM).

E.5.j. ATON Coxswain

The check-ride will be conducted by an experienced, certified ATON Coxswain from the BCEB. The evaluation should include:

- (01) Drills involving ATON positioning.
- (02) Locating wreckage.
- (03) ATON administration.
- (04) Servicing floating/fixed aids.
- (05) Crew control.
- (06) Operational Risk Management (ORM).

E.5.k. Tactical Coxswain

The check-ride will be conducted by an experienced, certified Tactical Coxswain from the BCEB. The evaluation should include drills involving tactical boat maneuvering, use of force against non-compliant vessels, decision making, weapons usage, crew control, PWCS mission management and the maturity and judgment necessary to perform as a Tactical Coxswain. Commands should consider the use of outside resources, where necessary, to ensure proper standards are maintained. Skills and attributes to include:

- (01) Departure Planning.
- (02) Crew brief/debrief.
- (03) Judgment.
- (04) Leadership.
- (05) Use of rescue and survival/personal protective gear.
- (06) PWCS operations (Security Zones/Escorts).
- (07) Multi-boat operations.
- (08) Tactical boat maneuvering.



- (09) Weapons command and control.
- (10) Use of Force policy for stopping a non-compliant vessel and/or vessel posing an imminent threat.
- (11) Operational Risk Management (ORM).

E.5.l. Pursuit Coxswain

The check-ride will be conducted by an experienced, certified Pursuit Coxswain from the BCEB. The evaluation should include drills involving purusit boat maneuvering, use of force against non-compliant vessels, decision making, weapons usage, crew control, LE mission management and the maturity and judgment necessary to perform as a Pursuit Coxswain. Commands should consider the use of outside resources, where necessary, to ensure proper standards are maintained. Skills and attributes to include:

- (01) Departure Planning.
- (02) Crew brief/debrief.
- (03) Judgment.
- (04) Leadership.
- (05) Use of rescue and survival/personal protective gear.
- (06) LE mission management.
- (07) Multi-boat operations.
- (08) Pursuit boat maneuvering.
- (09) Weapons command and control.
- (10) Use of Force policy for stopping non-compliant vessels.
- (11) Operational Risk Management (ORM).



E.5.m. Heavy Weather Coxswain

The check-ride will be conducted by an experienced, certified Heavy Weather Coxswain, or Surfman from the BCEB. The evaluation should include drills involving boat operations in heavy weather and surf (less than 8 FT), crew control, mission management, and the maturity and judgment necessary to perform as a Heavy Weather Coxswain.

In the absence of a Heavy Weather Coxswain or Surfman at the unit, the CO/OIC is responsible for verifying performance of tasks to standard and signing off the qualification tasks. Commands should consider the use of outside resources, where necessary, to ensure proper standards are maintained. Skills to observe include:

- (01) Departure planning.
- (02) Crew brief/debrief.
- (03) Judgment.
- (04) Leadership.
- (05) Use of rescue and survival gear.
- (06) Emergency procedures.
- (07) Boat handling in heavy weather and surf.
- (08) Piloting in heavy weather.
- (09) Heavy weather towing.
- (10) Wave avoidance techniques.
- (11) Surf Station keeping.
- (12) Transiting a breaking bar.
- (13) Person-in-the-water recovery in heavy weather and surf.
- (14) Application of team coordination and risk assessment standards.
- (15) Operational Risk Management (ORM).

NOTE &

A guideline for "reasonable amount of time to certify" is the average amount of time for previously uncertified unit Coxswains to certify.



E.5.n. Surfman

The check-ride will be conducted by an experienced, certified Surfman from the BCEB. The evaluation should include drills involving boat operations in surf, crew control, mission management, and the maturity and judgment necessary to perform as a Surfman.

In the absence of a Surfman at the unit, the CO/OIC is responsible for verifying performance of tasks to standard and signing off the qualification tasks. Commands should consider the use of outside resources, where necessary, to ensure proper standards are maintained. Skills to observe include:

- (01) Departure planning.
- (02) Crew brief/debrief.
- (03) Judgment.
- (04) Leadership.
- (05) Use of rescue and survival gear.
- (06) Emergency procedures.
- (07) Piloting procedures applicable to operating in a surf environment.
- (08) Boat handling in surf.
- (09) Wave avoidance techniques.
- (10) Surf Station keeping.
- (11) Transiting a breaking bar or entrance.
- (12) Person-in-the-water recovery in surf.
- (13) Application of team coordination and risk assessment standards.
- (14) Operational Risk Management (ORM).

E.6. Oral Boards and Reports

The BCEB has two main duties:

- (01) Interview the candidate and evaluate their leadership ability, judgment, maturity, and knowledge.
- (02) Provide the unit Commander a written report on the individual that recommends or does not recommend certification.



E.6.a. Oral Board Interview

The board interview should include questions which will evaluate the prospective boat crewmember in terms of:

- (01) Leadership ability.
- (02) Judgment.
- (03) Maturity.
- (04) Knowledge of team coordination and risk assessment standards and concepts.

Knowledge of the environmental conditions of the local area should be emphasized.

The BCEB should question the trainee about:

- (01) Local weather.
- (02) Navigation.
- (03) Tides.
- (04) Currents.
- (05) Any particularly hazardous conditions that exist.

E.6.b. Recommending Certification

Once a candidate has completed the check-ride and oral board interview, the Chairman of the BCEB shall document the results in the E-Training System. If the candidate is not recommended, the board must state why and what areas of performance were not acceptable. Also, the report shall include specific recommendations for increased training and/or practical experience.



Section F. Ice Rescue Examination Board (IREB)

Introduction

The Ice Rescue Examination Board (IREB) is comprised of certified ice rescuers selected by the CO/OIC and organized as applicable to examine and evaluate ice rescue candidates. The IREB is designated in writing. The primary function of the IREB is to recommend personnel for certification to ice rescuer positions. The board is responsible for the administration of practical exercises and personal interviews. The unit IREB serves as the quality control source for unit ice rescuers.

F.1. Designation

The IREB shall be designated within the E-Training System.

F.2. Members

The IREB should consist of at least two certified ice rescuers

The size of the unit, as well as the number of personnel requiring certification, determines the size of board membership.

F.3. Representation Members selected should be members of the unit representing different boat crew skills and positions found at the unit. Unit Commanders should monitor the performance of board members. For continuity, those members showing superior performance should be continued on the board

F.4. Chairman of the Board

The CO/OIC will designate the Chairman of the Board, normally the XO/XPO.

F.5. Practical **Exercises**

IREB's shall plan and conduct practical exercises in order to evaluate prospective ice rescuers during on-ice conditions. The trainee should be able to perform all duties required for the ice rescuer position, up to the standards established in the qualification tasks for the ice rescuer position. The following specific guidelines apply to the positions indicated.



F.6. Ice Rescuer

The practical exercises will be conducted by an ice rescue train the trainer graduate and a member of the IREB. The evaluation should include exercises involving the use of various ice rescue kit equipment and techniques. Skills to observe are as follows:

- (01) Self help rescue w/ice awl
- (02) Reach technique
- (03) Throw technique
- (04) Use of MARSARS cold water sling
- (05) Use of MARSARS Shuttle Board
- (06) Application of team coordination and risk assessment standards

F.7. Oral Boards and Reports

The IREB has two main duties:

- (01) Interview the candidate and evaluate their leadership ability, judgment, maturity, and knowledge.
- (02) Provide the unit Commander a written report on the individual that recommends or does not recommend certification.

F.7.a. Oral Board Interview

The board interview should include questions which will evaluate the prospective ice rescuer in terms of:

- (01) Leadership ability.
- (02) Judgment.
- (03) Maturity.
- (04) Knowledge of team coordination and risk assessment standards and concepts.

Knowledge of the environmental conditions of the local area should be emphasized.

The IREB should question the trainee about:

- (01) Ice Formation/Characteristics/Strength.
- (02) Ice Rescue PPE and Equipment.
- (03) Local Weather.
- (04) Any particularly hazardous conditions that exist.



Certification

F.8. Recommending Once a candidate has completed the practical exercises and oral board interview, the Chairman of the IREB shall document the results in the E-Training System. If the candidate is not recommended, the board must state why and what areas of performance were not acceptable. Also, the report shall include specific recommendations for increased training and/or practical experience



Section G. Instructors and Trainees

Introduction

The instructor is involved primarily with the qualification phase of the training system. As such, the instructor is responsible for the initial training of the boat crew, ice rescuer candidate. This involves not only the introduction to the technical skills related to the boat crew position and boat type, but also the development and encouragement of those personal attributes which are most important to boat crew, ice rescuer personnel:

- (01) Judgment.
- (02) Leadership.
- (03) Confidence.
- (04) Cooperation.
- (05) Team coordination and risk assessment standards and concepts.

G.1. Instructor Selection

As a minimum, instructors must be certified at the crew position in the boat type in which they will be instructing, or an ice rescue train the trainer course graduate and currently certified as an ice rescuer. Beyond this, they should be individuals with demonstrated qualities of:

- (01) Judgment.
- (02) Patience.
- (03) Maturity.



F.1.a. Instructor Continuity

In order to maintain training continuity for the high-risk mission skill sets, instructors should complete the respective resident course for that competency. Table 4-5 outlines the competencies that carry this requirement.

Competency	Required Course	Course Code
Heavy Weather	Heavy WX Coxswain	230330
Tactical Coxswain	Tactical Coxswain	501857
Pursuit Coxswain	Non-Compliant Vessel Pursuit	502064

Table 4-5
Recommended Instructor Resident Courses

G.2. Trainees

The individual trainee (regular, reserve, and auxiliary) shall make a personal effort to learn and develop the knowledge and skills required by this system.

In addition, the trainee must maintain a level of physical fitness and mental alertness appropriate to the duties to be performed.

Part 4 – Training Chapter 3 – System Components





CHAPTER 4 Qualification

Introduction

This chapter discusses the elements of trainee selection and instructor assignment. It also provides an overview of the qualification tasks and the qualification process.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Trainee Selection and Instructor Assignment	4-66
В	Boat Crew Duties	4-67
С	Progression of Qualifications	4-70
D	Physical Fitness Standards	4-71



Section A. Trainee	, Selection aı	nd Instructor	Assignment
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Introduction	This section outlines trainee prerequisites. It also provides an insigh into how the instructor is chosen.			
A.1. Certified In Lower Crew Position	Prior to training for an advanced crew position, the trainee shall previously certified in the next lower crew position, except when entering training for the crewmember position. Coxswain trained do not have to complete engineer certification.			
A.2. Maturity to Take on New Responsibilities	The trainee shall have the willingness and maturity to take on the duties and responsibilities related to the boat crew position.			
A.3. Willingness and Ability to Act as the Coast Guard's Direct Representative	Boat crews are usually the boating public's first and often only contact with the Coast Guard. Therefore, trainees must be willing and able to interact positively with the public. This requires attention to both appearance and attitude, along with a good professional knowledge of applicable Coast Guard policies and procedures.			
A.4. Trainee/ Instructor Relationship	Instructors are assigned by the unit Commander after consultation with the Training Petty Officer. Each trainee shall have an assigned instructor. Trainees and instructors should be in the same duty section.			



Section B. Boat Crew Duties

B.1. Duties The duties for certain boat crew positions are as follows:

Position	Responsibilities		
Contingency Boat Crew Member	Duties include standing helm, lookout, towing watches, and anchor watch. Furthermore, they rig towing and mooring lines, act as the surface swimmer (or tender), administer firs aid, and operate damage control equipment under the supervision of a Coxswain in support of Maritime Homeland Security; Domestic Expeditionary Support to National Defense; and Domestic, Natural or Man-Made Disaster Response and Recovery missions.		
Boat Crew Member	Duties include standing helm, lookout, towing watches, and anchor watch. They also rig towing and mooring lines, act as the surface swimmer (or tender), administer first aid, and operate damage control equipment under the supervision of a Coxswain.		
ATON Boat Crew Member	In addition to the duties of Boat Crew Member, duties include understanding of ATON procedures, buoy deck terminology and hand signals, ATON tools, buoy deck limitations and parameters, aid inspection and maintenance, and buoy deck evolutions.		
Tactical Boat Crew Member	In addition to the duties of Boat Crew Member, duties include weapons employment principles during PWCS missions.		
Pursuit Boat Crew Member	In addition to the duties of Boat Crew Member, duties include weapons employment for stopping non-compliant vessels in counter drug and alien migrant interdiction operations.		

Table 4-6 Boat Crew Position Duties



Engineer	Duties include responsibility for propulsion and auxiliary machinery while underway, preventive and corrective maintenance while in port, in addition to the duties of Boat Crew Member.		
Boom/Crane Operator	In addition to the duties of ATON Boat Crew Member, duties include responsibility for safety awareness, boom or crane operation, and an in-depth understanding of system components.		
Buoy Deck Supervisor	In addition to the duties of Boom/Crane Operator, duties include responsibility for buoy deck safety, proficiency in buoy deck rigging, and ability to supervision of buoy deck evolutions.		
Contingency Coxswain	The extent of the Coxswain's responsibilities and authority are specified in Reference (i). Contingency Coxswains shall be responsible, in order of priority, for the following: (01) Safety and conduct of passengers and crew. (02) Safe operations and navigation of the boat. (03) Completion of the sortie(s) and mission(s). Contingency Coxswains will respond to the following: (01) Hazards to life and property. (02) Violations of laws or regulations, except for Auxiliarists. (03) Discrepancies to Aids to Navigation. The Contingency Coxswain competency specifically focuses on skills required to effectively perform: Maritime Homeland Security; Domestic Expeditionary Support to National Defense; and Domestic, Natural or Man-Made Disaster Response and Recovery missions.		



	1
Coxswain	The extent of the Coxswain's responsibilities and authority are specified in Reference (i). Coxswains shall be responsible, in order of priority, for the following:
	(01) Safety and conduct of passengers and crew.
	(02) Safe operations and navigation of the boat.
	(03) Completion of the sortie(s) or mission(s).
	Coxswains will respond to the following:
	(01) Hazards to life and property.
	(02) Violations of laws or regulations, except for Auxiliarists.
	(03) Discrepancies to Aids to Navigation.
ATON Coxswain	In addition to the duties of Coxswain, duties include having an understanding of ATON administration, positioning/systems, wreckage locating, and servicing of fixed and floating aids.
Heavy Weather Coxswain	Coxswain duties in heavy weather conditions.
Tactical Coxswain	In addition to the duties of Coxswain, duties include close quarters maneuvers and applying law enforcement principles during PWCS missions.
Pursuit Coxswain	In addition to the duties of Coxswain, duties include close quarters maneuvers and applying law enforcement principles for stopping non-compliant vessels in counter drug and alien migrant interdiction operations.
Surfman	Coxswain duties in heavy weather and surf conditions.



Section C. Progression of Qualifications

C.1. Progression Boat Crew skills are obtained via a building-block approach. The following table describes the proper sequence of qualification for each mission role.

Mission	Role	Progression of Qualifications Starting on left, moving to right					
	Pursuit Coxswain	BCM	PBCM	COXN	PCOXN		
Pursuit Level IV	Pursuit Boat Crew Member	BCM	PBCM				
Tactical	Tactical Coxswain	BCM	TBCM	COXN	TCOXN		
(Level 1 PWCS)	Tactical Boat Crew Member	BCM	TBCM		·		
Surf	Surfman	BCM	COXN	HWX	SURF		
Heavy Weather	Heavy Weather Coxswain	BCM	COXN	HWX			
	ATON Coxswain	BCM	COXN	ABCM	BCO	BDS	ACOXN
	ATON Buoy Deck Supervisor	BCM	ABCM	ВСО	BDS		
ATON	ATON Engineer	ВСМ	ABCM	ВСО	ENG		
	ATON Boat Crew Member	BCM (Note 1)	ABCM				
Basic Operations	Coxswain	BCM	COXN				
& non Level	Engineer	BCM	ENG				
1PWCS	Boat Crew Member	BCM					
Note 1: If assigned	on platform.						

Table 4-7
Progression of Qualifications

Mission	Role	Progression of Qualifications Starting on left, moving to right			
Tactical	Tactical Coxswain	Contingency BCM	BCM	TBCM	TCOXN
(Level 1 PWCS)	Tactical Boat Crew Member	Contingency BCM	BCM	TBCM	
	Coxswain	Contingency BCM	BCM	Contingency COXN	COXN
	Contingency Coxswain	Contingency BCM	Contingency COXN		
Basic Operations	Engineer	Contingency BCM	Contingency ENG	ENG	
& non Level 1PWCS	Contingency Engineer	Contingency BCM	Contingency ENG		
	Boat Crew Member	Contingency BCM	BCM		
	Contingency Boat Crew Member	Contingency BCM			

Table 4-8

Progression of Qualifications Contingency Competencies (Reserve personnel only)



Section D. Physical Fitness Standards

D.1. Physical Fitness

All Coast Guard boat crewmembers are required to meet the standards of physical fitness shown in Table 4-8. Physical fitness standards are required to ensure crewmembers have sufficient strength and endurance to safely perform duties during normal and adverse conditions. Knowing these standards will ensure that personnel are able to accurately gauge their level of fitness and make improvements where necessary.

The Physical Fitness Standard is required during qualification, recertification, and semi-annually (proficiency requirement), however, Commanding Officers, Officers-in-Charge, or Boat Force School Chiefs may require members to meet the Physical Fitness Standard whenever they deem necessary to ensure members can safely perform their Boat Crew duties.

Personnel who cannot meet the standard due to sickness, injury, recent pregnancy, etc. should not perform boat crew duties for the safety of the member, crew and public. For these reasons – sickness, injury, recent pregnancy, etc. – a CO/OIC will not necessarily rescind a member's certification for not meeting the standard, but will weigh all factors in their decision-making process.

NOTE &

All sections of the physical fitness test must be completed one after the other with a reasonable amount of time (no more than 30 minutes) between each section. If a section of the test is not completed successfully the entire test must be completed again as a retest.



Males	Push- ups	Sit-ups	1.5-Mile Run	12-Minute Swim*
Under 30	29	38	12:51	500 YDS
30 to 39	24	35	13:36	450 YDS
40 to 49	18	29	14:29	400 YDS
50 to 59	13	25	15:26	350 YDS
60+	10	22	16:43	300 YDS

Females	Push- ups	Sit-ups	1.5-Mile Run	12-Minute Swim*
Under 30	15	32	15:26	400 YDS
30 to 39	11	25	15:57	350 YDS
40 to 49	9	20	16:58	300 YDS
50 to 59	9	16	17:55	250 YDS
60+	9	15	18:44	200 YDS

Notes:

- (01) 12-minute swim test chart is based on Dr. Kenneth Cooper's research.
- (02) Push-ups and sit-ups must be performed within a one-minute time period.
- (03) Either the 1.5-mile run or the 12-minute swim may be performed to meet the standard.

Table 4-9 Physical Fitness Standards

D.2. Physical Fitness Procedures

The following physical fitness standards are provided with specific procedures:

- (01) Arm and shoulder strength.
- (02) Abdominal and trunk strength.



D.3. Arm and Shoulder Strength

Table 4-10 Push-Ups

One Minute Push-Ups	Step	Procedure
Perform as many correct push-ups as possible in one minute.	1	On all fours, place hands approximately shoulder width apart and positioned directly beneath the shoulders.
	2	Extend the legs straight back, supported by the balls of the feet. Keep the torso in a straight line.
	3	Smoothly bend the elbows and lower the body as a unit, then push back up. Arms should be fully extended without locking the elbows.
	4	For a proper push-up to be completed, lower the body until the chest is within one fist distance of the deck, and then return to the up position.

NOTE &

The back must be kept straight the entire time.



D.4. Abdominal and Trunk Strength

Table 4-11 Sit-Ups

One Minute Sit-Ups	Step	Procedure
Perform as many correct sit- ups as possible in one minute.	1	Lie on back, bend knees, place heels flat on floor about 18 inches away from buttocks, and keep fingers loosely on side of head. Hands may not come off of side of head for sit-up to count.

NOTE &	Feet may be anchored.		
		2	In the up position, elbows will touch the knees,

2	In the up position, elbows will touch the knees, then return so that both shoulder blades are touching the deck.
3	The buttocks should never leave the deck.

NOTE &

Any resting should be in the up position.



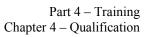
D.5. Endurance

1.5 Mile Run/Walk	Step	Procedure
For the endurance qualification, an individual	1	Refrain from smoking or eating for 2 hours prior to this test.
will be required to run/walk 1.5 miles or perform a 12- minute swim. The run / walk may be completed on a pre- mapped course or on a treadmill.	2	Warm up and stretch sufficiently.
	3	Run or walk 1.5 miles in the required amount of time for the appropriate age bracket.
	4	If possible, receive pacing assistance, either by having a trained pacer run alongside or by calling out lap times during the test.
	5	Be forewarned not to start out too fast and not to run to complete exhaustion during the test.
	6	At the end of the test, walk for an additional 5 minutes to aid in recovery.

Table 4-12 1.5 Mile Run/Walk

12 Minute Swim	Step	Procedure
The 12-minute swim is an	1	Warm up and stretch sufficiently.
alternative method to fulfill the endurance qualification.	2	Swim the required distance for the appropriate age bracket in 12 minutes.
	3	Use whichever stroke desired and rest as necessary.

Table 4-13 12 Minute Swim







CHAPTER 5 Certification

Introduction

This chapter discusses the steps that are required for a trainee to obtain certification.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Authority and Exceptions	4-78
В	Initial Certification Requirements	4-85
С	Recertification	4-91
D	Unit Commander's Certification	4-92



Section A. Authority and Exceptions

A.1. Authority

The CO/OIC of a unit has the authority and responsibility to certify unit personnel to operate unit facilities. By certifying an individual, the unit Commander is both verifying the individual's professional expertise and authorizing the individual to operate a unit boat type in the crew position the certification specifies. The CO/OIC of a unit has the authority to revoke or suspend the boat crew certification of an individual attached to the unit. This action shall be formally documented and a copy filed in the E-Training System.



A.2. Permanent When a member is permanently transferred, the following table applies: **Change of Station**

Table 4-14 PCS Certification Procedures

If at previous boat forces unit member was:	And new boat forces unit:	Then
Not certified.	Requires certification	Complete certifications, starting with BCM, in the orders prescribed in Part 4, Chapter 4, Section C, of this Manual <u>Progression of Qualifications</u> .
Certified on certain boat types.	Has same boat types	 Recertify as follows: Ensure all previously deferred tasks are completed, up to requirements & capabilities of new unit. Complete highest level certification, according to order prescribed in Part 4, Chapter 4, Section C, of this Manual Progression of Qualifications
boat types.	Has different boat types	 Complete all assigned "type tasks" for new boat types. Complete certifications, starting with BCM, in the orders prescribed in Part 4, Chapter 4, Section C, of this Manual Progression of Qualifications

Example: A member, certified RB-S TCOXN at Station "A", is transferred to "Station B" which has a TCOXN requirement for RB-S and MLB. The member is authorized to recertify as RB-S TCOXN, but must certify as BCM on MLB, and then must complete certifications in the order prescribed in Part 4, Chapter 4, Section C, of this Manual Progression of Qualifications, in order to certify as TCOXN on MLB also.



A.3. Exceptions

Certification is normally accomplished in accordance with the requirements set forth in this chapter.

There are two types of exceptions to these requirements:

- (01) Temporary duty certification.
- (02) Interim certifications.

A.3.a. Temporary Duty Certification

Unit Commanders may authorize personnel certified at other commands to operate unit boats when those personnel are assigned under:

- (01) Temporary Duty (TD).
- (02) Temporary Additional Duty (TAD).
- (03) (Reservists) Active Duty for Training to Satisfy Annual Training Required (ADT-AT).
- (04) (Reservists) Active Duty or Operational Support (ADOS).
- (05) Inactive Duty Training (IDT).

An area familiarization exercise and a check-ride are required prior to such authorization. Deployable Operations Units under TAD orders shall ensure area familiarization rides are completed, when possible, prior to commencement of operations.

A.3.a.1. Deferred Tasks

CO/OICs may defer tasks when specific qualification tasks cannot be accomplished in a reasonable amount of time (e.g. due to availability of TCT/ORM, First Aid/CPR, and Helicopter Operations) and are listed as *Deferred Tasks* in TMT. See, <u>Unit CO and OIC</u>, Part 4, Chapter 3, Section C of this Manual for details.

A.3.b. Interim Certification

Interim certifications are used to address situations where resources, platforms or operations prevent a normal certification process from occurring. *Each interim certification type is named for clarity. However, TMT uses only "interim certification"*.

Interim certifications should not exceed 60 days. However, CO/OICS may issue extensions until requirements are met. See, <u>Unit CO and OIC</u>, Part 4, Chapter 3, Section C of this Manual for details.



A.3.b.1. New Platform Interim Certification

Operational Commanders shall issue a written *new platform interim certification* to CO/OICs when a subordinate unit receives a new "type" of boat on which no one at the unit has been previously certified.

The CO/OIC first requests a new platform interim certification from the operation al commander via memo. The request memo shall designate a core group of the unit's most experienced certified Coxswain(s), Engineer(s), and Boat Crew Member(s).

Following approval, the CO/OIC issues interim certification letters to the persons designated in the request memo; these certifications remain in effect until completion of qualification and certification.

The interim certification letters will clearly state that the boat shall only be operated during transit to the unit, initial training and familiarization, and for the engine break-in period. Once qualification and certification is met, per *Part 4*, *Chapters 4*, *Qualification*, and 5, *Certification*, the certified Coxswain(s), Engineer(s), and Boat Crew Member(s) can provide training to remaining unit personnel. The CO/OIC may issue interim certification letters to crewmembers regardless of their certification status.

Units should seek all available resources while transitioning to a new platform. Training teams or other local units that operate the type of platform in question are good resources.

Coxswains and Engineers operating under interim certification letters must comply with this Manual Part 5, Chapter 4, Section B, Specific Requirements, paragraph B.1, and complete all crewmember "type" tasks during this period.

Upon completion of all applicable qualification tasks, including all type requirements, the **unit will document full certification in the**ETraining System and notify the interim certification granting authority. If it is a new competency, a check-ride on the new platform is required.

The authority for interim certifications resides with the Operational Commander; this authority may be delegated in writing, but remains higher than the unit CO/OIC.



A.3.b.2. Provisional Interim Certification A unit-wide de-certification (e.g. from lapsed qualifications) may result in an inability to complete training and BCEB functions unless a neighboring unit can provide currently certified personnel to sign-off on certification tasks and augment the BCEB.

If neighboring unit certified personnel are not available, the Operational Commander may issue a *provisional interim certification* to a CO/OIC to complete qualification, certification and BCEB activities. A provisional interim certification is contingent toward certification activities and is tentative in nature.

The CO/OIC first requests provisional interim certification from the operational commander via memo. The request memo shall designate a core group of the unit's most experienced certified Coxswain(s), Engineer(s), and Boat Crew Member(s).

Following approval, the CO/OIC issues interim certification letters to the persons designated in the request memo; these certifications remain in effect until completion of qualification and certification.

The provisional interim certification letters will clearly state recertification tasks to be conducted. Once qualification and certification is met, per *Part 4*, *Chapters 4*, *Qualification*, and 5, *Certification*, the certified Coxswain(s), Engineer(s), and Boat Crew Member(s) can provide training to remaining unit personnel.

Upon completion of all applicable qualification tasks, including all type requirements, the unit will document full certification in the ETraining System and notify the interim certification granting authority.

The authority for provisional interim certifications resides with the Operational Commander; this authority may be delegated in writing, but remains higher than the unit CO/OIC.



A.3.b.3. Interim Certification Example

MEMORANDUM

Commanding Officer United States Coast Guard Training Center Yorktown Yorktown, VA 23690-5000 Staff Symbol :t-bfc Phone: (757) 856-2180 Fax: (757) 856-2322 Email:

1500 20 Jul 06

From: I. M. Incharge, CDR Reply to TPO

CG TRACEN Yorktown (t-bfc) Attn of: BMC Hammer

To: BM1 U. B. Underway

Subj: NEW PLATFORM INTERIM CERTIFICATION AS RB-M

COXSWAIN

Ref: (a) United States Coast Guard Regulations 1992, COMDTINST

M5000.3 (series), Section 5-1-8

(b) U.S. Coast Guard Boat Operations and Training (BOAT)

Manual, Volume I, COMDTINST M16114.32 (series)

(c) U.S. Coast Guard Boat Operations and Training (BOAT)

Manual, Volume II, COMDTINST M16114.33 (series)

(d) Boat Forces and Cutter Operations Branch SOP

- 1. In accordance with above reference, you are hereby granted an Interim Certification to perform the duties of boat Coxswain onboard the ##' RB-M while completing the remainder of the Boat Crew Member and Coxswain type specific qualification requirements.
- 2. You shall only operate this vessel during transit to this unit, initial training and familiarization missions, and engine break-in requirements.
- 3. After successful completion of the qualification requirements you will receive full certification entries in the E-Training AOPS/TMT program for this platform.
- 4. You shall comply with the guidelines contained in the above references and such instructions or policies issued by appropriate authority in performing your duties as a member of a boat crew.



A.4. Certification Lapse

A.4. Certification Certification will lapse upon either of the following:

PCS transfer (no action necessary).

Failure to meet the minimum currency requirements in accordance with this Manual, *Part 4, Training*.

This action shall be formally documented in the E-Training System. The member must complete the recertification process in accordance with this Manual *Part 4, Chapter 5, Section C, Recertification*.

A.5. Geographical Search Pattern Exemption

Some units do not have a sufficient geographical composition to allow completion of Search Pattern tasks and currency. District Commanders may exempt these units in writing (with copy to Commandant (CG-731)). The letter must include:

- (01) Each specific search pattern.
- (02) Dates of exemption (seasonal or annual).
- (03) Platform for which the exemption applies.



Section B. Initial Certification Requirements

Introduction

Each boat crew position has different tasks to accomplish, thus each position requires different qualification requirements for certification. This Section discusses the various qualifications that each job requires. For certification, the following requirements must be met:

- (01) Complete the applicable qualification tasks.
- (02) Pass a physical fitness test.
- (03) Complete an oral examination conducted by the unit BCEB.
- (04) Demonstrate proficiency during a comprehensive check-ride.
- (05) Personnel record entry and assignment of qualification code.

B.1. Completion of the Qualification Tasks

The trainee must satisfactorily complete the applicable qualification tasks including all type requirements for which the trainee is being certified.

B.2. Comprehensive Check-Ride

During a comprehensive check-ride, the trainee will demonstrate required proficiency, including the required "skills to observe" listed in this Manual *Part 4, Chapter 3, Section E, Boat Crew Examination Board, paragraph E.5.*

B.3. Oral Examination

Successfully complete an oral examination to be conducted by the unit BCEB on the following topics:

- (01) Policies and procedures.
- (02) Local knowledge without reference to charts and publications (may not be applicable to Cutters).
- (03) Application of team coordination and risk assessment standards and concepts.

B.3.a. Boat Crew Member

The Boat Crew Member should also be familiar with the following:

- (01) Seamanship and navigation.
- (02) Pertinent technical data for the boat type being certified on.
- (03) Other subjects as determined by the unit Commander.
- (04) ATON Boat Crew Member knowledge and skills (ANTs only).



B.3.b. ATON Boat Crew Member

In addition to the Boat Crew Member topics above in section B.3.a., an ATON Boat Crew Member should be familiar with the following topics:

- (01) ATON procedures and roles of the crew positions.
- (02) Buoy Deck terminology and hand signals.
- (03) ATON tools, hardware, equipment and safety.
- (04) Buoy Deck limitations and parameters.
- (05) Cutting and heating with oxygen acetylene.
- (06) Aid mooring inspection and maintenance.
- (07) Various buoy operations.

B.3.c. Boom/ Crane Operator

In addition to the ATON Boat Crew Member topics above in section B.3.a.1., a Boom/Crane Operator should be familiar with the following topics:

- (01) Boom/Crane Operator fundamentals.
- (02) Boom/Crane safety fundamentals.
- (03) Boom/Crane systems and components.

B.3.d. Buoy Deck Supervisor (BDS)

In addition to the Boom/Crane Operator topics above in section B.3.a.1., a Buoy Deck Supervisor should be familiar with the following topics:

- (01) BDS safety fundamentals.
- (02) BDS fundamentals.
- (03) BDS rigging fundamentals.
- (04) Supervision of a buoy deck evolution.



B.3.e. Tactical Boat Crew Member

In addition to the Boat Crew Member topics in section B.3.a. above, a Tactical Boat Crew Member should be familiar with the following topics:

- (01) Authority and Jurisdiction, use of force.
- (02) Maritime Homeland Security missions.
- (03) Maritime Homeland Security definitions.
- (04) Threats to Response Boat crews.
- (05) Tactical control.
- (06) Operational pre-brief and de-brief.
- (07) Loss of communications procedure.
- (08) Vessel on vessel use of force.
- (09) Limited access area.
- (10) Security zones.
- (11) Escorting a moving high value asset.
- (12) Protecting of stationary/anchored HVAs.
- (13) Response Boat duties.
- (14) Escorting a Target of Interest.
- (15) Response Boat Tactics.
- (16) Weapons engagement.
- (17) Weapons usage, command and control.
- (18) Use of automatic weapons.

B.3.f. Pursuit Boat Crew Member

In addition to the Boat Crew Member topics above in section B.3.a., a Pursuit Boat Crew Member should be familiar with the following topics:

- (01) Authority and Jurisdiction, use of force.
- (02) Counter Drug/Alien Migration Interdiction Operations (CD/AMIO).
- (03) Pursuit tactics definitions.
- (04) Pursuit formations.
- (05) Pursuit maneuvers.



- (06) Operational pre-brief and de-brief.
- (07) Vessel on vessel use of force.
- (08) Weapons engagement.
- (09) Weapons usage, command and control.
- (10) Use of automatic weapons.

B.3.g. Engineer

The Engineer should also be familiar with the following topics:

- (01) Boat casualties and repairs.
- (02) Fuel, lubricating, electrical, hydraulic, steering, and cooling systems.
- (03) Flooding, fire fighting, and damage control.

B.3.h. Coxswain

The Coxswain should also possess the following characteristics:

- (01) Navigation and seamanship expertise.
- (02) Knowledge of pertinent technical data for the boat type on which the trainee is being certified.
- (03) Appropriate maturity, judgment, attitude, and professionalism associated with duties of a Coxswain.
- (04) Willingness to accept the duties and responsibilities of a Coxswain.
- (05) Detailed knowledge of the unit's operational area (OPAREA) including (may not be applicable to Cutters):
 - a) Major headlands, points, jetties, shoals, surf zones, and channels.
 - b) All NAVAIDS and their characteristics.
 - c) Knowledge of unit's boat piloting and navigation instruction.



B.3.i. ATON Coxswain

In addition to the Coxswain tasks in section B.3.c., an ATON Coxswain should be familiar with the following topics:

- (01) ATON positioning systems and definitions.
- (02) ATON administration.
- (03) Locating ATON wreckage.
- (04) Servicing floating aids.
- (05) Servicing fixed aids.

B.3.j. Tactical Coxswain

The Tactical Coxswain should be familiar with the following topics regarding mission sortie planning for PWCS missions:

- (01) Knowledge of weapons deployment procedures within the steps of force for stopping non-compliant vessels.
- (02) Knowledge of geographic mission limitations such as field of fire.
- (03) Commandant, District, and Sector policy regarding PWCS missions.

B.3.k. Pursuit Coxswain

The Pursuit Coxswain should also be familiar with the following topics:

- (01) Commandant, District, and Sector policy regarding counter drug and alien immigration interdiction.
- (02) Knowledge of weapons deployment procedures within the steps of force for stopping non-compliant vessels.
- (03) Local inter-agency agreements (MOU).
- (04) Mission sortie planning for CD-AMIO missions.



B.3.l. Heavy Weather Coxswain

The Heavy Weather Coxswain should also be familiar with the following topics:

- (01) Knowledge of weather, waves, heavy seas, surf, and currents.
- (02) Mission sortie planning for heavy weather or surf situations.
- (03) Piloting procedures applicable to a heavy weather or surf environment.
- (04) Emergency and casualty procedures.

B.3.1.a. Certification without Completion of Surf Tasks

A member may be certified as a Heavy Weather Coxswain without completion of the surf tasks in Reference (cc) Part 9, Chapter 2, Section D. The member's completion or non-completion of Part 9, Chapter 2, Section D must be documented in the certification letter. Coxswains and Heavy Weather Coxswains shall not attempt to operate in surf, except in a supervised training environment, until they have demonstrated the proper skills through satisfactory accomplishment of the surf tasks in Reference (cc), Part 5, Chapter 2, Section D.

At some units, the infrequency of heavy weather and surf conditions may not allow completion of the surf tasks associated with the Heavy Weather Coxswain qualification code. The unit command should ensure Heavy Weather Coxswains are prepared to meet the environmental challenges found in their AOR by having them complete as many of the knowledge and skills tasks as possible. This will provide the command with a gauge of the individual's professional competency and the unit's capacity to meet higher risk situations.

B 3 m Surfman

The Surfman should also be familiar with the following topics:

- (01) Knowledge of weather, waves, heavy seas, surf, and currents.
- (02) Mission sortie planning for surf situations.
- (03) Piloting procedures applicable to a surf environment.
- (04) Emergency and casualty procedures.



Section C. Recertification

Introduction

Recertification can only occur for a boat type on which the member had previously been certified. Possible reasons a member may need to recertify include:

- (01) PCS to new unit with same boat type.
- (02) Disciplinary action/loss of confidence.
- (03) Failure to meet currency requirements.
- (04) Lapse of TCT (G-KSE-052 or ORM GMT-035).

To recertify, the following must be successfully accomplished:

- (01) Pass a physical fitness test (Table 4-6).
- (02) Underway area familiarization exercise.
- (03) Comprehensive underway check-ride. If lapse in currency requirement triggered decertification, then checkride will additionally include completing *deficient task(s)*, to the maximum extent feasible.
- (04) Oral examination conducted by the BCEB.

C.1. Physical Fitness Test

The trainee must have passed a physical fitness test at the current unit within the past six months. See requirements in Table 4-8.

C.2. Underway Area Familiarization Exercise

The trainee must successfully complete the appropriate underway area familiarization exercise. The requirement does not apply to cutterboats. The requirement does not apply to deployed MSST, MSRT, or PSU.

C.3. Comprehensive Underway Check-Ride

The trainee must demonstrate proficiency and local knowledge by successful completion of a comprehensive underway check-ride, in accordance with the appropriate certification requirements.

C.4. Interview

The trainee must successfully complete an interview with the unit BCEB.

C.5. Documentation

The above accomplishments must be formally documented with a copy placed in the E-Training.



Section D. Unit Commander's Certification

D.1. Written Certification

Every crewmember must be certified in the E-Training System by the unit Commander. The CO/OIC (except Cutter CO/OIC) must be certified in the E-Training System by the Operational Commander or designated Sector Department Head (this cannot be delegated lower than the Department Head).

D.2. Further Information

Further information on the documentation required may be found in this Manual *Part 5, Chapter 7, Documentation*.



CHAPTER 6 Currency Maintenance

Introduction

The requirements tabulated in this chapter represent the minimum semiannual and annual recurrent task completion requirements for all certified boat crew personnel. Due to mission needs, the unit Commander may impose additional task completion requirements.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Proficiency Requirements	4-94
В	Currency Requirements	4-96
C	Specific Requirements	4-110



Section A. Proficiency Requirements

A.1. CO/OIC Responsibilities

The CO/OIC shall ensure that all designated boat crewmembers under their command are afforded sufficient opportunity to comply with the prescribed minimum requirements listed in this *Part*.

The training module of AOPS/TMT is the required system to record and track currency maintenance. At the end of each currency cycle, the unit CO/OIC shall acknowledge the AOPS/TMT Crew Proficiency Report. Auxiliary documentation should be forwarded to the District Director of Auxiliary.

Operational Commander, or the designated Department Head, is responsible for acknowledging the AOPS/TMT Crew Proficiency Report for all their unit CO/OICs.

A.2. Decertification Decertification will occur if the minimum currency requirements listed in this chapter are not met.

Notification

A.3. Decertification AOPS/TMT will notify the CO/OIC (via e-mail) whenever the system decertifies a member for failure to meet currency. This will eliminate any need to print and sign crew proficiency reports at the end of each currency cycle. Except as noted below, if a member is decertified, then member must complete the recertification process in accordance with this Manual Part 4, Chapter 5, Section C, Recertification.

Override

A.4. Decertification The unit commander will have the ability to override the system's decertification of any member at their unit in the event of system errors.

Exemption

A.5. Decertification If tasks have been waived by an appropriate authority then units shall enter decertification exemptions into TMT. Units are required to maintain a filed copy of the waiver to produce for RFO or STAN team members upon request. Electronic files are authorized.

> In TMT remarks, clearly describe why the tasks were exempted from the certification program. Example:

Tasks COXN-XX-YY-ANY waived for Coxswains at STA NONESUCH by the District Commander IAW U.S. Coast Guard Boat Operations and Training (BOAT) Manual, COMDTINST M16114.32C, Part 4 Chapter 6.



A.6. Certification Downgrade

Boat competency downgrade function is an option to address circumstances where a Reservist is demobilized and wishes to have their currency requirements reduced to the contingency level, but may be utilized for active duty as well. The Competency Downgrade button is available on the TMT main menu, click on "all certifications" and then on the "Competency Downgrade" button. Those who have permissions to see the "Certifications" button will also be able to see the "Competency Downgrade" button.

The competency downgrade section will allow members to have their certified boat currency competencies downgraded to a lower boat competency based on the hierarchy outlined by the Office of Boat Forces. See <u>Progression of Qualifications</u>, Part 4, Chapter 4, Section C.

Example: downgrading an RB-S tactical Coxswain to an RB-S contingency Coxswain competency. The downgrade process consists of the member being decertified and unassigned in the higher competency, and being assigned and certified in the lower competency. Only those AOPS/TMT users who can complete the CO approval process for initial qualifications and boat recertification will be able to complete a competency downgrade (CO, OINC, DCO, etc.)



Section B. Currency Requirements

Introduction

Listed in Table 4-9 are the minimum currency requirements for maintaining current crew position certification.

- (01) Only those tasks required for the highest certification held need be completed.
- (02) All currency tasks are considered "ANY" tasks. Completion of the task on a single boat type satisfies the currency requirement for all boats for which the member is certified, even if the task says to complete IAW an initial qualification "TYPE" task.
- (03) Currency maintenance tasks will be accomplished on boats assigned to the unit or identical standard boats.
- (04) Requirements may be met through performance during normal operations or dedicated training operations.
- (05) Additional requirements to complete some tasks on every boat type or to get a certain number of hours on every boat type is left to the individual command to manage as they see fit.
- (06) Personnel who are students at Boat Forces Training Centers will not be credited currency hours for underway time accrued while attending courses.

B.1. Minimum Currency Requirements

Table 4-9 lists the currency requirements for all certification levels. Many units find it helpful to use a Currency Status Board, as shown below in Figure 4-1, as a visual aid to track individual currency. This sample boat crew status board does not encompass all currency maintenance requirements. Units should tailor status boards to reflect unit requirements.

B.2. Currency Cycle

Each crewmember's currency period normally commences upon the effective date of certification or recertification. However, due to the complexity of managing individual currency maintenance cycles, currency will be tracked through the periods 01 January to 30 June and 01 July through 31 December.

Personnel need only maintain currency in the most senior crew position held.

NOTE &

A crewmember who is certified or recertified within 60 days of the end of the currency/proficiency period does not have to complete the minimum proficiency requirements for that period.



Period:			У													
Sect:	SS	ırs	bilid	₽ 0	and		11	ing	sk .	ing ol	ateı	art oat	at		iceı	Zone
D=Day N= Night *= Annual **= 5 years	Physical Fitness Standards	Underway Hours	Area of Responsibility	Boat Handling	Boat Launch an Recovery	Towing	Water Survival Exercise	First-Aid Training	Operational Risk Management	Basic Engineering Casualty Control	Person-in-the-Water Recovery	Conduct Pre-Start Check & Start Boat	Secure the Boat	Navigation	Deck Watch Officer Exam	Transit a Surf Z
Crewmember																
Engineer																
Coxswain																
HWX Coxswain																
Surfman																

Figure 4-1 Sample Boat Crew Status Board



Task	Required For	Required	Frequency
Physical Fitness Standards	All boat crew positions and Ice Rescuer.	Conduct in accordance with Table 4-6	2 times each year (Units receiving an RFO inspection should schedule this requirement to coincide.)
Water Survival Exercise	All boat crew positions and Ice Rescuer.	Conduct in accordance with TASK BCM02-18-ANY of Reference (cc).	1 time each year
First-Aid Training (Training should be conducted by an EMT or paramedic)	All boat crew positions and Ice Rescuer.	Burns, hypothermia, shock, bleeding, and CPR treatment.	1 time each year
Operational Risk Management	All boat crew positions and Ice Rescuer.	Review ORM with an emphasis on mission analysis (risk management principles and use of SPE/GAR).	1 time each year
Basic Engineering Casualty Control	All boat crew positions.	Conduct in accordance with the Readiness and Standardization/RFO BECCE Drill checklists for each standard boat type.	1 set of drills every six months
		(For boat types not listed, drills should be adapted/modified as appropriate.)	

Table 4-15 Minimum Currency Requirements



Task	Required For	Required	Frequency
Man Overboard (MOB Recovery)	All boat crew positions. Not required for ice skiff boat crews.	Conduct in accordance with Readiness and Standardization/RFO MOB checklist.	1 day and 1 night every six months
	Heavy Weather Coxswain and Surfman only.	Conduct in accordance with TASK HWX-03-05-TYPE, of Reference (cc).	
	Engineers and Boat Crew Members shall receive credit for either drill performed.		
Area of Responsibility (AOR)	All boat crew positions. Not required for	Equivalent of one day and one night trip through all designated areas of interest	1 time every six months
Familiarization	cutterboat, DOG units or ice skiff boat crews (see paragraph C.1 of this chapter).	within the AOR (see paragraph C.1 of this chapter).	1 time each year for Ice Rescuer



Task	Required For	Required	Frequency
Underway Hours	All boat crew positions. Not required for cutterboat, skiff or punt boat crews.	Minimum of 40 hours total, with a minimum of 10 nighttime hours (see Note 1 at end of table). Ice Rescue crew minimum of 10 hours, with a minimum of 2 hours of night time hours Contingency crew minimum of 30 hours total, with a minimum of 5 nighttime hours.	1 time every six months
Boat Launch and Recovery	All boat crew positions. Only required for Ice Rescue and cutterboat crews.	Participate in the launch and recovery of the cutterboat. Participate in the launch and recovery (trailering) of the Air Boat.	Cutter Boats 8 days and 2 nights every six months Ice Rescue 2 Day and 1 night every six months
Towing [Towing should be applicable to unit primary mission (i.e., other boats, buoys, etc.)]	All boat crew positions. Not required for cutterboat, skiff or punt boat crews.	Conduct in accordance with the Readiness and Standardization/RFO towing checklist.	1 day and 1 night (stern/alongside) every six months (ATON) units shall conduct 2 day-tows)



Task	Required For	Required	Frequency
Boat Handling	All boat crew positions except Coxswains. Not required for ice skiffs.	Conduct in accordance with TASK BCM04-10-TYPE, TASK BCM-04-11-TYPE, and TASK BCM-04-12-TYPE of Reference (cc). Air Boat Coxswains also conduct Emergency Stop and "J" turn listed in Air Boat Coxswain qualification tasks.	1 day and 1 night every six months. Contingency Crew and Contingency Engineer required to perform 1 day OR night every six months.
Mooring Evolution	ATON Boat Crew Member	Conduct in accordance with TASK ABCM-01-15-TYPE of Reference (cc).	2 times every six months
Boom/Crane Operation	Boom/Crane Operator and ENG (on ATON platform)	Conduct loading/offloading of sinker, chain, and buoy following hand signals from the Buoy Deck Supervisor.	2 times every six months
Supervise Buoy Deck Evolution	Buoy Deck Supervisor	Perform buoy deck evolutions as the Buoy Deck Supervisor.	2 times every six months
Demonstrate Technique for Transiting on Ice	Ice Rescuer	Conduct in accordance with Task IR-06-02-TYPE	1 day or night every year
Demonstrate Procedures for Rigging MARSARS Shuttle for Victim Retrieval	Ice Rescuer	Conduct in accordance with Task IR-06-03-TYPE	1 day or night every year



Task	Required For	Required	Frequency
Demonstrate Actions as a line Tender	Ice Rescuer	Conduct in accordance with Task IR-06-04-TYPE	1 day or night every year
Explain and Demonstrate a Self Help Rescue Technique	Ice Rescuer	Conduct in accordance with Task IR-06-05-TYPE	1 day or night every year
Explain and Demonstrate a Reach Technique	Ice Rescuer	Conduct in accordance with Task IR-06-06-TYPE	1 day or night every year
Explain and Demonstrate a Throw Technique	Ice Rescuer	Conduct in accordance with Task IR-06-07-TYPE	1 day or night every year
Explain and Demonstrate a Go Technique for a Conscious and Responsive Victim	Ice Rescuer	Conduct in accordance with Task IR-06-08-TYPE	1 day or night every year
Explain and Demonstrate a Go Technique for a Conscious and Unresponsive Victim	Ice Rescuer	Conduct in accordance with Task IR-06-09-TYPE	1 day or night every year



Task	Required For	Required	Frequency
Explain and Demonstrate a Go Technique for a Unconscious and Unresponsive Victim	Ice Rescuer	Conduct in accordance with Task IR-06-10-TYPE	1 day or night every year
Explain and Demonstrate a Go Technique for a Unconscious and Unresponsive Victim	Ice Rescuer	Conduct in accordance with Task IR-06-10-TYPE	1 day or night every year
Explain and Demonstrate a Go Technique using the Cold Water Sling	Ice Rescuer	Conduct in accordance with Task IR-06-11-TYPE	1 day or night every year
Transit Various Ice Conditions	Air Boat Coxswain	Conduct in accordance with the Air Boat Coxswain qualification Task listed in the D9 Ice Manual	2 each, once a year: snow, clear ice, pressure ridges, ice cracks, ice to water, water to ice, broken ice, open water
Conduct Pre-Start Check and Start the Boat	Engineers and Coxswains only. All Ice Rescue boat crew positions	Conduct the check and start for each boat type in accordance with the applicable qualification tasks for which the trainee is certified.	2 times every six months 1 time every six months



Task	Required For	Required	Frequency
Secure the Boat	Engineers and Coxswains only All Ice Rescue boat crew positions	Conduct securing procedures for each boat for which the member is certified.	2 times every six months 1 time every six months
Day/Night Navigation and Piloting	All Coxswains. Does not apply to skiff or punt Coxswains.	Conduct in accordance with the Readiness and Standardization/RFO night navigation and piloting checklist. (For boat types not listed, drills should be adapted/modified as appropriate.)	1 day and 1 night every six months
Search Patterns (Precision)	All Coxswains. Required for Station s only.	Conduct each precision search pattern (PS/CS/TSR in accordance with the Readiness and Standardization/RFO search patterns (precision patterns) checklist.	1 night every six months (1 x PS and 1 x CS and 1 x TSR = 3 total patterns)



Task	Required For	Required	Frequency
Search Patterns (Drifting)	All Coxswains.	Conduct each drifting search pattern (SS/VS) in accordance with the Readiness and Standardization/RFO search patterns (drifting patterns) checklist.	1 night every six months (1 x SS and 1 x VS = 2 total patterns) ATON Teams and cutterboats perform same drills, day only. Contingency COXN required to perform VS 1 night every 6 months.
Deck Watch Officer Exam	All Coxswains.	Conduct in accordance with TASK COXN-04-01-ANY of Reference (eee).	1 time every five years
Transit a Surf Zone (if certified for surf conditions)	Heavy Weather Coxswain only. Surf-capable boats only.	Conduct in accordance with TASK HWX-04-05-TYPE and TASK HWX-04-06-TYPE of Reference (cc).	3 transits every six months
Heavy Weather Towing	Heavy Weather Coxswain and Surfman only.	Conduct in accordance with TASK HWX-03-08-TYPE and TASK HWX-03-09-TYPE, of Reference (cc).	1 day every six months in addition to the towing requirement above



Task	Required For	Required	Frequency
Transit a Surf Zone	Surfman only. Surf-capable boats only.	Conduct in accordance with TASK SRF-01-05-TYPE and TASK SRF-01-06-TYPE of Reference (cc).	3 transits every six months
Perform Duties of Screen Boat for Moving and Stationary HVA	Tactical Coxswain only.	Conduct in accordance with TASK TCOXN-01-03-TYPE and TCOXN-01-04-TYPE	1 day and 1 night every 6 months for Moving HVA 1 day and 1 night every 6 months Stationary HVA
Perform Duties of Tactical Reaction Boat	Tactical Coxswain only.	Conduct in accordance with TASK TCOXN-01-05-TYPE	1 day and 1 night every 6 months
Vessel on Vessel Use of Force	Tactical Coxswain only.	Conduct in accordance with TASK TCOXN-01-06-TYPE	1 day and 1 night every 6 months
Weapons Employment	Tactical Coxswain only	Conduct in accordance with TASK TCOXN-01-07-TYPE	1 every 6 months
Law Enforcement, Homeland Security and Defense Operations	Tactical Coxswain and Pursuit Coxswain only.	Conduct in accordance with TASK COXN-09-01- ANY	1 time every 6 months



Task	Required For	Required	Frequency
Vessel on Vessel Use of Force	Tactical Boat Crew Member only.	Conduct in accordance with TASK TBCM-01-08-ANY	1 time every 6 months
Escorting a Moving High Value Asset (HVA)	Tactical Boat Crew Member only.	Conduct in accordance with TASK TBCM-01-11-ANY	1 time every 6 months
Protection of Stationary/Anchored HVA	Tactical Boat Crew Member only.	Conduct in accordance with TASK TBCM-01-12-ANY	1 time every 6 months
Escorting a Target of Interest	Tactical Boat Crew Member only.	Conduct in accordance with TASK TBCM-01-14-ANY	1 time every 6 months
Weapons Employment	Tactical Boat Crew Member only.	Conduct in accordance with TASK TBCM-01-16-ANY	1 time every 6 months
Weapons Command and Control	Tactical Boat Crew Member only.	Conduct in accordance with TASK TBCM-01-17-ANY	1 time every 6 months
Demonstrate Weapons Usage and Control	Tactical Boat Crew Member only.	Conduct in accordance with TASK TBCM-01-18-ANY	1 time every 6 months



Task	Required For	Required	Frequency
Use of Automatic Weapon	Tactical Boat Crew Member only.	Conduct in accordance with TASK TBCM-01-19-ANY	1 time every 6 months
Pursuit Formations	Pursuit Coxswain only.	Conduct in accordance with TASK PCOXN-01-02-TYPE	2 days every 6 months
Pursuit Maneuvers	Pursuit Coxswain only.	Conduct in accordance with TASK PCOXN-01-03-TYPE	2 days every 6 months
Vessel on Vessel Use of Force	Pursuit Coxswain only.	Conduct in accordance with TASK PCOXN-01-04-TYPE	2 days every 6 months
Pursuit Formations	Pursuit Boat Crew Member.	Conduct in accordance with TASK PBCM-01-03-ANY	1 time every 6 months
Pursuit Maneuvers	Pursuit Boat Crew Member.	Conduct in accordance with TASK PBCM-01-04-ANY	1 time every 6 months
Vessel on Vessel Use of Force	Pursuit Boat Crew Member.	Conduct in accordance with TASK PBCM-01-06-ANY	1 time every 6 months



Task	Required For	Required	Frequency
Weapons Command and Control	Pursuit Boat Crew Member.	Conduct in accordance with TASK PBCM-01-07-ANY	1 time every 6 months
Demonstrate Weapons Usage, Command & Control	Pursuit Boat Crew Member.	Conduct in accordance with TASK PBCM-01-08-ANY	1 time every 6 months
Machine Gun Boat Course	Tactical Coxswains, Tactical Boat Crew Members.	Conduct in accordance with Machine Gun Boat Course	Annually

Note 1: Night trips are defined as sorties beginning no sooner than $\frac{1}{2}$ hour after sunset and ending NLT $\frac{1}{2}$ hour before sunrise.

Note 2: Drills sheets for the readiness and standardization / RFO checklist can be found at http://cgweb.tcyorktown.uscg.mil/UTB/



Section C. Specific Requirements

C.1. Area of Responsibility (AOR)

Ashore unit Commanders (CO/OIC) shall review their Area of Responsibility (AOR) and establish, in writing, designated areas of interest that boat crews must be intimately familiar with. Prior local knowledge of AOR is essential to complete missions safely. Although not required for DOG units, the CO should designate areas of interest within their homeport.

The AOR familiarization currency maintenance task may be completed by any combination of sorties so that the end result is at least one day trip and one night trip each six months to all command designated areas of interest within the AOR.

NOTE &

AOR sorties will be completed on unit assigned boats.

C.1.a. Station (small)

For Station (small), the parent unit Commander (CO/OIC) shall review the Station (small) AOR and establish, in writing, designated areas of interest with which boat crews must be intimately familiar with. For Station (small), the OIC shall establish, in writing, designated areas of interest. The parent command shall review and approve designated areas of interest. Prior local knowledge of AOR is essential to complete missions safely. Members permanently or temporarily stationed at a Station (small) must meet the AOR familiarization currency requirements for the Station (small).



C.1.b. Knowledge of Areas

For those areas determined to be of interest, boat crews must be intimately familiar with:

- (01) Harbor and channel conditions
- (02) Depth of water
- (03) Type of bottom
- (04) Shoaling effect
- (05) Effects of squalls
- (06) Water hazards and surf zones
- (07) Currents
- (08) How the current affects the boat in various areas
- (09) Landmarks
- (10) Established ranges
- (11) Lights on buildings
- (12) Names and locations of marinas and boat ramps
- (13) Local terminology for landmarks in area
- (14) Magnetic courses in and out of commonly used harbors/inlets

C.2. Requirement for Night Operations

Nighttime currency maintenance requirements are required for all ashore certified boat crewmembers. Ashore unit Commanders shall ensure that a minimum of 10 hours of the unit's underway training for each Boat Crew Member, Engineer, Coxswain, Heavy Weather Coxswain or Surfman be conducted at night.

Waivers for this requirement must be requested by the District Commander (O) and approved by Commandant (CG-731). Personnel receiving such waivers are not authorized to ever operate at night.

Surf training shall not be conducted at night.



C.3. Tests and Exams

The Deck Watch Officer (DWO) Examination (International/Inland) for Coxswain TASK COXN-04-01-ANY is a closed-book test, per Reference (eee). Deck Watch Officer proficiency requires administration of an open book test every 5 years after initial successful completion of the DWO Exam. Failure to meet this currency requirement results in loss of Coxswain, heavy weather Coxswain, or Surfman certification until the test is passed.

NOTE &

The Merchant Marine Deck Watch Officer Exam is no longer authorized to fulfill this requirement.

NOTE &

OPEN-BOOK EXAMS – Defined as using a new or corrected, highlighted, and/or underlined copy of Reference (gg) however, this copy may not be book marked or indexed.

C.4. Team Coordination Training (TCT)

Unit Commanders (CO/OIC) shall comply with the requirements of Reference (k). All members exercising control over boat operations, including the CO/OIC, OOD, communications watch personnel and all boat crewmembers assigned to the unit shall receive TCT training (see <u>Table 4-9</u> Minimum Currency Requirements) for details.

Failure to maintain currency will result in the member being required to attend appropriate TCT training.

C.5. Water Survival Exercise

The water survival exercise is intended to prepare boat crewmembers for the possibility of finding themselves in the water. This exercise should be conducted in open water using the appropriate survival gear as outlined in Reference (f). All attempts should be made to conduct this exercise in a dry suit. Units that do not require dry suits should use the survival gear that is prescribed for their environment. Every effort should be made to incorporate annual pyrotechnics training during the open water survival exercise, giving due consideration to local, state and federal environmental regulations. This exercise should be conducted in accordance with TASK BCM-02-18-ANY.



CHAPTER 7 Documentation

Introduction

This chapter discusses the documentation requirements for boat crew training, as well as efficient administrative procedures. Documentation provides the verification that proper qualification and certification has been attained.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Qualification	4-114
В	Certification, Recertification, and Currency	4-116
C	Boat Crew Certificates	4-119



Section A. Qualification

Introduction

This section discusses the different forms used to track trainee progress. It also details who is responsible for the different forms associated with trainee record maintenance.

In this section

This section contains the following information:

Title	See Page
Record of Trainee Progress	4-115
Responsibilities	4-115



Record of Trainee Progress

A.1. Trainee Progress

A complete record of each trainee's progress should be maintained in the E-Training System. This is accomplished in two sections:

- (01) Initial qualification: to record Task accomplishment
- (02) AOPS/Activity logs: to record underway hours and drills

A.2. Record of Completed Tasks

A form for keeping a trainee record of completed tasks is contained at the beginning of each part of Reference (cc). Copies of this form should be kept in the trainee boat crew training binder and updated as required.

Responsibilities

A.3. Record Maintenance

The instructor, and the unit Training Officer/Petty Officer share joint responsibility for maintaining the member's E-Training record.

A.4. Unit Training Petty Officer

The unit Training Officer/Petty Officer is responsible for the establishment and monitoring of the trainee boat crew training. When a new trainee is designated, the Training Officer shall enter the member in the AOPS/TMT database and assign competencies in TMT/Assignments as appropriate.

A.5. Instructor

The instructor is responsible for seeing that all required tasks, or additional locally generated tasks, are signed off and documented in TMT. The instructor should also monitor Currency Drills and Exercises to ensure it is current and accurate.

A.6. Member/ Trainee

All underway time shall be recorded. The required system for recording training accomplished, both underway and shore-side, is the AOPS/TMT database.



Section B. Certification, Recertification, and Currency

Introduction

This section discusses the final steps of certification. It also discusses the means by which currency records may be maintained.

In this section

This section contains the following information:

Title	See Page
Certification	4-117
Recertification and Currency	4-118



Certification

B.1. Certification

Final certification for all boat crew positions and boat type designations shall be documented by the unit Commander in the E-Training System. The following sections must be completed for each individual position. This may not be delegated:

- (01) The boat crew position.
- (02) The boat type for which the certification is granted.
- (03) For Heavy Weather Coxswains, annotate status of surf tasks.

B.2. Competency Codes

Competency codes reflect the type of boat and the crew position for which a member is certified. When a certified boat crewmember has met the requirements set forth in this Manual, the appropriate competency code is assigned and an entry made in the individual's personnel record. The PERSRU yeoman will make a CGHRMS entry in the members PDR and electronic PDR after receipt of supporting documentation provided by the unit command. Submission of the necessary documentation into the personnel management system is critical to the member as well as all levels of the Coast Guard. See Table 2-5 Mission Competency Requirements.

NOTE &

Not all boat types have competency codes assigned.

B.3. Contingency Competencies

Contingency competencies were established after carefully analyzing mobilization performance requirements. The training and performance capabilities of Reserve boat crew members who achieve contingency competencies on the Defender Class (RB-S) boat closely match the training and performance capabilities of the Active Duty crews. Contingency boat crews do not complete tasks associated with extended searches, but they do complete all other tasks (including those associated with the SAR mission) and are fully capable to respond to SAR cases, and execute initial searches (VS and SS).

A boat crew under the command of a certified Contingency Coxswain is considered a Contingency Crew. Although one of the primary functions of Contingency Crews is to provide mobilization readiness for Maritime Homeland Security including PWCS, they do not normally have enough drill time to certify and maintain the currencies associated with the tactical competencies (particularly high speed boat tactics and MAW qualifications). The contingency competencies provide a standard level of training to maintain professional boat operation skills. A Contingency boat crew under the command of a certified Coxswain is considered a regular boat crew.



Recertification and Currency

B.4. Recertification

Currency Drills, Exercises and Crew Hours shall be electronically acknowledged by the unit Commander for the most recent currency cycle. The unit Commander may not delegate this verification process:

- (01) The boat crew position.
- (02) The boat type for which the recertification or currency maintenance was accomplished.
- (03) For Heavy Weather Coxswains, status of surf tasks.



Section C. Boat Crew Certificates

C.1. Boat Crew Certificates

Enlisted personnel of the Coast Guard, Coast Guard Reserve, and members of the Coast Guard Auxiliary shall be provided with a certificate recognizing their certification as a Boat Crew Member. The certificate numbers are listed in Table 4-10.

C.2. Authorization

The CO/OIC is authorized to furnish the appropriate certificate providing the member has met the qualification and certification requirements. The Boat Crew Certificates may be obtained from USCG Electronic Forms on Standard Work Station III.

Certificate Number	Certificate
CG-5063	Boat Crew Member Certificate
CG-5063A	ATON Boat Crew Member Certificate
CG-5063B	Boom/Crane Operator Certificate
CG-5063C	Buoy Deck Supervisor Certificate
CG-5063D	Tactical Boat Crew Member Certificate
CG-5063E	Pursuit Boat Crew Member Certificate
CG-5063F	Engineer Certificate
CG-5063G	Coxswain Certificate
CG-5063H	ATON Coxswain Certificate
CG-5063I	Tactical Coxswain Certificate
CG-5063J	Pursuit Coxswain Certificate
CG-5063K	Heavy Weather Coxswain Certificate
CG-5063L	Surfman Certificate

Table 4-16 Boat Crew Certificates

Part 4 – Training Chapter 7 – Documentation





PART 5 Readiness and Standardization

Introduction

This part provides standardized guidance and procedures for ensuring the day-to-day readiness of Coast Guard boats and crews.

In this part

This part contains the following chapters:

Chapter	Title	See Page
1	Introduction	5-3
2	Unit and OPCON Readiness Evaluations	5-15
3	Readiness and Standardization Assessments	5-23
4	Materiel Inspections	5-41
5	Boat Crew Qualifications and Performance	5-49
	Evaluations	
6	Rescue & Survival Systems Evaluation	5-55

Part 5 – Readiness and Standardization





CHAPTER 1 Introduction

Introduction

This chapter provides the basic purpose and responsibilities for implementing the Boat Readiness and Standardization Program.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Purpose	5-4
В	Responsibilities	5-5



Section A. Purpose

Introduction

This section provides the goals for the Readiness and Standardization program that emphasize the safe boat operation, PMS, and methods for measuring unit readiness.

A.1. Goals

The Readiness and Standardization program is designed to:

- (01) Emphasize readiness and standardization as a daily process with Operational Commanders continually aware of factors that limit the ability of their boats to safely operate at design limits.
- (02) Improve boat crew safety and proficiency by standardizing procedures.
- (03) Ensure boats are maintained under their prescribed PMS.
- (04) Ensure boats are supported and maintained in accordance with configuration management requirements.
- (05) Provide a uniform method of measuring unit readiness and compliance with program standards.

A.2. Standard and Non-Standard Boats

Operational Commanders have complete responsibility for assessing the readiness and condition of all assigned boats and their crews. Many of the practices and principles used for the assessment, administration, and operation of standard boats should be used by Operational Commanders to help ensure the safety and effectiveness of their non-standard boats.



Section B. Responsibilities

Introduction

This section assigns the responsibilities for management of the Boat Readiness and Standardization Program to various entities within the U.S. Coast Guard.

B.1. Commandant (CG-731)

Commandant (CG-731) shall:

- (01) Manage and oversee the continuity and effectiveness of the Readiness and Standardization Program.
- (02) Establish materiel and boat crew evaluation standards and guidelines.
- (03) Oversee resident boat crew training programs.
- (04) Ensure funding necessary to maintain the Readiness and Standardization Assessment visit program.
- (05) Review Readiness and Standardization Assessment visit schedules.
- (06) Periodically provide observers to accompany the STAN Team during assessment visits.
- (07) Consult with other headquarters program managers to ensure standards are developed to improve procedures, uniformity, and reduce sources of variation.
- (08) Coordinate and sponsor an annual Readiness and Standardization Conference.
- (09) Review and publish annual assessments and other statistics provided by the STAN Teams.
- (10) Chair configuration control boards (CCBs) for standard boats and meet regularly.
- (11) Provide final Sumner I Kimball award approval.

B.2. Commandant (CG-45)

Commandant (CG-45) shall:

- (01) Promulgate the PMS for standard boats.
- (02) Review Boat Class Maintenance Plans for standard boats.
- (03) Review materiel standards, discrepancy classifications, and STAN Team assessment criteria for standard boats.
- (04) Continuously monitor standard boat fleet materiel condition.
- (05) Periodically provide observers to accompany the STAN Team during assessment visits.



B.3. Surface Force Logistics Center (SFLC)

Surface Force Logistics Center (SFLC) shall:

- (01) Promulgate engineering changes (ECs) for standard boats that have been approved by the CCB.
- (02) Manage and develop changes to the PMS for standard boats.
- (03) Promulgate and maintain changes to master drawings and technical publications relating to standard boats.
- (04) Manage, promulgate, and update Boat Class Maintenance Plans (BCMP) for standard boats.
- (05) Periodically provide observers to accompany the STAN Team during assessment visits.
- (06) Publish quarterly statistics, notes, and pertinent EC information.
- (07) Establish and validate materiel standards for standard boats.
- (08) Develop and maintain Management Information for Configuration and Allowances (MICA) manuals for each class of standard boats.

B.4. Small Boat Product Line

The Small Boat Product Line (SBPL) shall:

- (01) Serve as the single touch point for all maintenance, logistics, and engineering support.
- (02) Act as the Coast Guard's boat maintenance managers in the administration of Centralized Maintenance and Supply for boats. This designation applies to all boats in all locations.
- (03) Coordinate, process, review, and issue Time Compliance Technical Orders (TCTO's) for all boats.
- (04) Create and maintain all Maintenance Procedure Cards (including depot repair specifications).
- (05) Administer O&E funding in support of boat maintenance, repair, and recapitalization, provided by Commandant (CG-731).
- (06) Provide engineering and technical oversight and support of all activities.
- (07) Plan and execute all Programmed Depot Maintenance (PDM) Availabilities.
- (08) Provide casualty response, as promulgated in SFLC Process Guides.
- (09) Establish and maintain spare parts allowances at the depot and organizational levels.



B.5. Force Readiness Command (FORCECOM)

FORCECOM shall manage and provide oversight for Training and FORCECOM-A (FC-A).

B.5.a. Training Division

Training shall:

- (01) Develop, maintain and implement operational training programs
- (02) Provide exercise support to OPCOM/DCO.
- (03) Develop and update operational doctrine consistent policy across all mission areas and for all operational platforms and assets.
- (04) Function as the POC to FORCECOM (FC-A) on operational policy and resource capacity issues.
- (05) Develop, standardize and update TTPs consistent with operational doctrine.

B.5.b. FC-A Capability, Standardization, and Analysis Division

FC-A shall:

- (01) Develop and execute standardization, inspection, and compliance programs for all operational platforms/assets.
- (02) Analyze emergent force gaps and anticipate forecasted environments that impact force appointment decisions, tactics, techniques and procedures, workforce changes, or support for operational planning functions.
- (03) Enforce readiness and performance standards and compliance. Provide feedback to doctrine and standards division.
- (04) Evaluate and recommend organizational readiness improvements for trident forces based on analysis of trends and projected environments in a longer range forecast window and evaluate the resultant impact on legacy capabilities.
- (05) Oversee forecasting and all analysis functions to ensure appropriate decision tools are readily available to program managers (including MISHAP, SORTS, CASREPS, etc); predict platform and personnel degradation.
- (06) Perform simulation and modeling of proposed operational doctrine and readiness capabilities in order to forecast and develop mitigation strategies and other recommendations to reduce capability gaps.
- (07) Support Commandant Mishap Analysis Boards, as directed.



B.6. Deputy Commandant for Mission Support (DCMS)

DCMS shall:

- (01) Provide technical, logistical, and administrative support beyond the capabilities of Operational Commanders to units with standard boats.
- (02) Verify during compliance audits proper boat maintenance record keeping and documentation in accordance with this and other directives.
- (03) Establish materiel and boat crew evaluation standards and guidelines.

Periodically provide observers to accompany the STAN Team during assessment visits.

B.7. DCO

The DCO shall:

- (01) Manage and oversee the continuity and effectiveness of the Readiness and Standardization Program.
- (02) Assist FORCECOM in the review Readiness and Standardization Assessment visit schedules.
- (03) Periodically provide observers to accompany the STAN Team during assessment visits.
- (04) Consult with other HQ program managers to develop standards, reduce sources of variation, and improve procedures and uniformity.
- (05) Chair configuration control boards (CCBs) for standard boats and meet regularly.
- (06) Assist FC-A in coordination and sponsor an annual Readiness and Standardization Conference.
- (07) Assist FC-A in the review and publish annual assessments and other statistics provided by the STAN Teams.



B.8. Area Commanders

Area Commanders of cutters with boats assigned shall:

- (01) Ensure units with boats are provided adequate support by the chain of command.
- (02) Coordinate Readiness and Standardization Assessment visit schedules with each STAN Team using the following guidelines:
 - a) Only units with a standard boat allowance shall be scheduled for an assessment visit.
 - b) Do not schedule Readiness and Standardization Assessment visits less than 30 days before or after planned yard availability.
 - c) Whenever possible, schedule assessment visits to every applicable unit before repeating the visit cycle.
 - d) Ensure STAN Team report discrepancies and recommendations are addressed and promptly acted upon.
- (03) Monitor unit training and operations at subordinate commands to ensure boat crew readiness is maintained in accordance with applicable Commandant and District directives.
- (04) Ensure unit Commanders maintain operational readiness by correctly completing prescribed preventive maintenance.
- (05) Act on restrictive discrepancy waiver requests and take action on discrepancies as outlined in this Manual *Part 5*, *Chapter 4*, *Section C, Discrepancy Classifications and Required Actions*.
- (06) Ensure units comply with standard boat configuration management requirements.
- (07) Provide or arrange for training, logistics, maintenance, and technical support beyond the capabilities of subordinate units.
- (08) Take necessary action to resolve deficiencies noted in STAN Team reports in accordance with the requirements of this Manual and other applicable directives.
- (09) Hold unit Commanders accountable for unreported discrepancies.
- (10) Act as final authority for restrictive casualty boat waivers; this authority may be delegated in writing, but remains higher than the unit CO/OIC.



B.9. District Commanders

District Commanders shall:

- (01) Ensure units with boats are provided adequate support by the chain of command.
- (02) Ensure Operational Commanders execute the Readiness and Standardization Program and evaluations in accordance with this directive.
- (03) Coordinate Readiness and Standardization Assessment visit schedules with each STAN Team using the following guidelines:
 - a)Only units with a standard boat allowance shall be scheduled for an assessment visit.
 - b)Do not schedule Readiness and Standardization Assessment visits less than 30 days before or after planned yard availability.
 - c) Whenever possible, schedule assessment visits to every applicable unit before repeating the visit cycle.
- (04) Ensure STAN Team report discrepancies and recommendations are addressed and promptly acted upon.



B.10. Operational Operational Commanders shall: **Commanders**

- (05) Monitor unit training and operations at subordinate commands to ensure boat crew readiness is maintained in accordance with applicable Commandant and District directives.
- (06) Ensure unit Commanders maintain operational readiness by correctly completing prescribed preventive maintenance.
- (07) Act on restrictive discrepancy waiver requests and take action on discrepancies as outlined in this Manual *Part 5, Chapter 4, Section C, Discrepancy Classifications and Required Actions.*
- (08) Ensure units comply with standard boat configuration management requirements.
- (09) Conduct Ready for Operations (RFO) evaluations in accordance with this Manual *Part 2, Chapter 2, Mission Planning.*
- (10) Provide or arrange for training, logistics, maintenance, and technical support beyond the capabilities of subordinate units.
- (11) Provide operations and engineering department observers to accompany the STAN Team during all assessments. Observers should be members of the Operational Commander's RFO evaluation team described in this Manual *Part 5, Chapter 2, Section C.*
- (12) Train and maintain a competent RFO Team.
- (13) Take necessary action to resolve deficiencies noted in STAN Team reports in accordance with the requirements of this Manual and other applicable directives.
- (14) Hold unit Commanders accountable for unreported discrepancies.
- (15) Ensure that the boat(s) at each unit scheduled for a Readiness and Standardization Assessment is/are fully mission capable when the visit begins.
- (16) Act as final authority for restrictive casualty boat waivers; this authority may be delegated in writing, but remains higher than the unit CO/OIC. See Table 2-1 for waiver authority.

NOTE &

For the puroses of this Section, the Deployable Operations Group command and Commanding Officers of Area cutters will fulfill the role of Operational Commander.



B.11. Unit Commanders

Unit Commanders shall:

- (01) Ensure readiness in accordance with this Manual and Reference (i).
- (02) Ensure provisions of this Manual *Part 4, Boat Crew Training*, are strictly adhered to and all certified boat crew personnel possess required performance skills.
- (03) Ensure compliance with functional and structural configuration management requirements in accordance with applicable Commandant directives (i.e., Operator's Handbooks, PMS manuals, etc.).
- (04) Ensure required tests, inspections, and preventive maintenance procedures are performed correctly and completely and are documented properly in accordance with applicable directives.
- (05) Take action on discrepancies in accordance with this Manual *Part* 5, *Chapter 4*, *Sect C*, *Discrepancy Classifications and Required Actions*.
- (06) Conduct Self Audits in accordance with this Manual *Part 5*, *Chapter 2*, *Section A*, *Unit Self-Evaluation Requirements*.
- (07) For Area cutters, conduct annual Ready for Operations evaluations in accordance with this Manual, *Part 5, Chapter 2, Section B, Operational Commander Ready for Operations Evauation Requirements.*



B.12. Ready for Operations Teams

Ready for Operations Teams shall:

- (01) Evaluate the unit training program with regard to:
 - a) Documentation and currency maintenance in accordance with this Manual Part 4, Chapters 6 and 7, Boat Crew Qualifications and Performance Evaluations.
 - b)Command Cadre in accordance with this Manual Part 5, Boat Crew Training.
- (02) Ensure written testing of unit personnel is performed in accordance with this Manual, Part 5, Chapter 2, Section B, Operational Commander Ready For Operations Evaluation. Evaluate the unit Survival Systems Program with regard to documentation, condition, and use of equipment in accordance with Reference (f).
- (03) Evaluate the unit personal protective equipment program with regard to documentation, issuance, preventive maintenance, and materiel condition in accordance with Reference (f).
- (04) Evaluate boat platform and outfit for readiness and standardization in accordance with this Manual *Part 5, Chapter 4, Materiel Inspections*.
- (05) Conduct underway drills in accordance with this Manual *Part 5*, *Chapter 5*, *Boat Crew Qualifications and Performance Evaluations*.
- (06) Review overall compliance with the Boat Readiness and Standardization program and monitor/review the status of prior STAN/RFO assessments.
- (07) Conduct physical fitness evaluation as outlined by Reference (o) Chapter 3, Section A, for all boat crew personnel. This evaluation will satisfy the annual physical fitness currency requirement.
- (08) Assist with unit level training.



B.13. Standardization Team

Standardization Teams (BFCO/NMLBS/NATON) shall:

- (01) Provide field units with technical information and guidance that will assist them in complying with program responsibilities.
- (02) Disseminate to the field new standard procedures and techniques used and/or problem areas regarding procedures and techniques employed by boat crews.
- (03) Provide information that would assist units in meeting standardization program requirements.
- (04) Maintain liaison with Commandant (CG-731) and Commandant (CG-751) to ensure that Readiness and Standardization Program requirements are being met.
- (05) Coordinate with Commandant (CG-731) to make appropriate changes to training syllabi, courses, or manuals when deficiencies are noted during assessment visits.
- (06) As members of the Coast Guard's Boat Centers of Excellence (BFCO/NMLBS/NATON), assist in maintaining the boat operator's handbooks for the appropriate boat class. Propose interim changes to Commandant (CG-731) as needed and produce updates to the operator's handbooks at least annually.
- (07) Recommend to Commandant (CG-731) additions or deletions to boat outfit equipment or stowage plans that would enhance operational efficiency and/or safety.
- (08) Based on field observations and platform expertise, provide recommendations to Commandant (CG-731), (CG-45), SFLC and the MLCs that would increase machinery reliability and maintainability.
- (09) Recommend performance requirements for boat crew positions that would enhance proficiency and safety.
- (10) When directed by SFLC, conduct prototype evaluations to determine the feasibility of a recommended TCTO. Review proposed configuration changes and provide recommendations for location and installation of new equipment.
- (11) At the direction of Commandant (CG-731), conduct biennial Readiness and Standardization Assessments at each shore unit with standard boat allowance(s). Cutterboat Readiness and Standardization Assessments will be scheduled through the Area.



CHAPTER 2 Unit and OPCON Readiness Evaluations

Introduction

Unit and Operational Commanders are responsible for maintaining the day-to-day readiness of their boats and crews. This is their central, most important responsibility and will not be effective without their support. This chapter promulgates policy, standards, and guidelines regarding required unit and Operational Commander readiness evaluations.

While a dedicated Coast Guard infrastructure exists to provide resident training and biannual standardization evaluations, this cannot take the place of unit and Operational Commanders who are directly committed to the readiness of their boats and their crews. The goal of the Readiness and Standardization Program is to develop a multi-layered approach to fleet readiness; within which, operational and unit Commanders have clearly defined requirements to evaluate and act upon material condition discrepancies and training deficiencies.

NOTE &

Without fully capable boat platforms and fully qualified crews to operate them, the ability to safely conduct core Coast Guard missions, such as SAR homeland security law enforcement, and ATON is greatly degraded.

NOTE &

The Operational Commander, CO/OIC may require demonstration of required skills at any time The Operational Commanders, CO/OIC may rescind certification of members unable to meet minimum requirements.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Unit Self-Evaluation Requirements	5-16
В	Operational Commander Evaluation	5-17
	Requirements	
С	Evaluation Team Composition	5-21
D	Safety	5-22



Section A. Unit Self-Evaluation Requirements

Introduction

The readiness of boats shall be continuously evaluated by the unit to ensure they maintain Bravo status. This constant evaluation is accomplished through a variety of programs including daily boat checks, the boat PMS schedule, and regularly scheduled, self-audited materiel readiness and standardization evaluations. Whenever a discrepancy is noted during any of these inspection programs, it must be classified and acted upon based upon the standards as outlined in this Manual *Part 5*, *Chapter 4*, *Section C*, *Discrepancy Classifications and Required Actions*, and the appropriate specific boat type operator's handbook.

A.1. Self-Audits

Self-audits of materiel readiness and standardization are recommended on a quarterly basis and prior to the Operational Commander's RFO evaluation or STAN Team Readiness and Standardization Assessment. While not a formal inspection, units should use the materiel inspection procedures provided in this Manual *Part 5, Chapter 4, Materiel Inspections* and the appropriate check-off list contained in the operator's handbook as guidance for conducting self-audits. Self-audits are also designed to assist units in maintaining work lists and Current Ships Maintenance Project (CSMP) records.

A.2. Reports

Since self-audits are an informal tool for the unit to monitor boat readiness and standardization, no formal reports of inspection are required unless otherwise directed by the Operational Commander. Reports for other aspects of unit monitoring, such as PMS completion, shall be as directed by appropriate directives or the Operational Commander



Section B. Operational Commander Ready for Operations (RFO) Evaluation Requirements

Introduction

Operational Commanders shall conduct a RFO evaluation at least annually at each unit. The RFO evaluation may be conducted at any time of the year. The RFO evaluation shall be comprised of an evaluation of the unit's boat crew training program, survival systems program, personal protective equipment program, a materiel inspection, and underway exercise evaluations. They shall mirror the Boat Forces Readiness and Standardization Team Assessments using the scoring in Chapter 3 of this part. The Operational Commander shall issue a formal report of the RFO evaluation. Readiness and Standardization Assessments conducted by the Standardization Teams will not substitute for the Operational Commander's RFO evaluation.

B.1. Preparation

In preparation for a unit assessment, the RFO Team shall, at a minimum:

- (01) Review previous RFO/STAN assessment reports.
- (02) Obtain the status of remaining materiel discrepancies from previous RFO/STAN visits.
- (03) Obtain information concerning incomplete ECs.
- (04) Obtain check sheets from the STAN Team web sites at http://cgweb.tcyorktown.uscg.mil/UTB/stan/index.asp.
- (05) Compare prior RFO/STAN comments concerning the unit training program and rescue and survival systems program to current requirements.
- (06) Review (and update, if appropriate) examination content for alignment with current policies, doctrine and TTP.



B.2. Training Program Evaluation

RFO Team shall conduct a complete review of the training system to include, at a minimum:

- (01) Compliance with the requirements of this Manual *Part 4, Boat Crew Training*.
- (02) Compliance with the requirements of Reference (k).
- (03) Administration of written knowledge examinations. Examinations content areas should include:
 - a) Navigation Rules.
 - b) Basic Engineering Casualty Control Exercises (BECCEs).
 - c) Casualty Control.
 - d) First Aid.
 - e) Rescue and Survival Systems.
 - f) Boat Operations.
 - g) Missions.
 - h) Boat Specifications.
 - i) General Knowledge.
 - j) Navigation and Piloting.

Review of other unit training requirements not directly related to boat operations is at the discretion of the Operational Commander.

B.3. Rescue and Survival Systems Program

RFO Team shall evaluate the unit rescue and survival systems program with regard to: issuance, preventive maintenance, materiel condition, documentation, and use of equipment in accordance with Reference (f).

B.4. Materiel Inspection

RFO Team shall conduct materiel inspection in accordance with the procedures outlined in this Manual *Part 5, Chapter 4, Materiel Inspections*.



B.5. Underway Exercise

RFO Team shall oversee underway exercises to measure how boat crews perform standard procedures, and to evaluate the effectiveness of the unit's boat crew Training Program. All certified Coxswains shall participate in a minimum of one day or one night drill set. Boat Crew Members may participate in as many drills as necessary to allow each Coxswain to perform the required drill sets. One Coxswain from the Command Cadre will participate in one night drill set. Underway drills are located on the Training Center Yorktown web page: http://cgweb.tcyorktown.uscg.mil/UTB.

Operational Commanders may impose additional underway training requirements due to unique operational requirements provided they are not contrary to or inconsistent with published standard procedures.



B.6. RFO Evaluation Report

Operational Commanders shall provide unit Commanders an RFO evaluation report. At a minimum, the RFO evaluation report must contain the following information:

- (01) An evaluation of the unit's boat crew training and qualification program.
- (02) The results of the written tests administered.
- (03) Results of rescue and survival systems evaluation with regard to documentation, periodic maintenance, issuance, condition and use of equipment, and the unit's personal protective equipment program in accordance with Reference (f).
- (04) Results of the physical fitness evaluation.
- (05) An evaluation of the unit's personal protective equipment program as outlined in Reference (f).
- (07) A statement for each standard boat indicating whether the boat is "Bravo" or "Charlie" as defined in this Manual *Part 5, Chapter 4, Materiel Inspections*. If a boat was found to be "Charlie", the specific reasons supporting the determination.
- (08) A detailed list of materiel discrepancies noted during the materiel inspection and full power trial.
- (09) Discrepancies that were noted and remain uncorrected from the last Readiness and Standardization Assessment or RFO Evaluation shall be identified.
- (10) A summary of underway exercise evaluations including a determination of boat crew proficiency and adherence to standard operating procedures. Copies of drill evaluation sheets may be included in this Section.

B.6.a. RFO Evaluation Report Determination

The final RFO evaluation report will be kept on file by both the Operational Commander and the unit. A copy will be forwarded to the Standardization Team.



Section C. RFO Evaluation Team Composition

Introduction

The Operational Commander's RFO evaluation team will be comprised of the most qualified and experienced personnel available. The Operational Commander shall designate the RFO evaluation team in writing. The team shall consist of at least three personnel as follows:

- (01) Team Leader.
- (02) Senior Boatswain's Mate.
- (03) Naval Engineer/Senior Machinery Technician.

C.1. Team Leader

The team leader should normally be the Operational Commander's representative, and be senior to the unit Commander receiving an evaluation.

C.2. Senior

The senior Boatswain's Mate shall be a currently or previously qualified Boatswain's Mate standard boat Coxswain. If staffing does not allow, the individual should come from the Operational Commander's other units.

C.3. Naval **Engineer/Senior Machinery Technician**

The Naval Engineer should be the Operational Commander's Naval Engineering Department Head or assistant. The Senior Machinery Technician shall be a currently or previously qualified standard boat Engineer. If staffing or experience does not allow, the individual should be the most experienced engineer from the Operational Commander's other units.



Section D. Safety

Introduction

Safety of personnel and the safeguarding of equipment must remain paramount during underway evaluations. For this reason, the following procedures apply.

D.1. Coxswain Responsibilities

The Coxswain has ultimate responsibility for the boat and all persons aboard during a mission, including RFO evaluation. If concern for personnel or vessel safety arises, the Coxswain shall halt the exercise until the unsafe situation or condition is corrected.

D.2. Evaluator Responsibilities

All safeguards must be taken to ensure that the evaluation environment does not become hazardous. When an evaluator observes an unsafe condition, they shall inform the Coxswain. If, in the evaluator's judgment, personnel or property remain endangered, they shall terminate the exercise. If at any time it is discovered that the boat has a disabling casualty, underway exercises shall be terminated and the boat placed in "Charlie" status until the discrepancy is corrected. If a restrictive discrepancy is discovered on the boat, underway exercises will be suspended until the discrepancy is corrected or the Operational Commander grants a waiver in accordance with this Manual *Part 5*, *Chapter 4*, *Section C*, *Discrepancy Classifications and Required Actions*. See Table 2-1 for waiver authority.



CHAPTER 3 Readiness and Standardization Team Assessments

Introduction

The Readiness and Standardization Program is made up of multiple steps in a continuous cycle. The largest portion of this cycle rests with the operational and unit Commanders as discussed in the previous Chapters. To complete the cycle and ensure fleet-wide boat readiness and configuration management, the STAN Team conducts assessment visits.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
Α	Goals and Procedures	5-24
В	General Timeline	5-26



Section A. Goals and Procedures

A.1. Assessment Goals

The assessment visit is designed to achieve several goals. These goals fall in line with the goals of the Readiness and Standardization Program as identified in this Manual *Part 5, Chapter 1, Introduction*. In addition to providing a venue to ensure Coast Guard standards are maintained and enforced, the visits provide on-site, personalized technical and professional training and information sharing between the STAN Team and unit boat crewmembers. Operational and unit Commanders should capitalize on these opportunities to improve their ongoing boat crew training programs, as well as use the materiel inspection results to correct operational deficiencies on each standard boat. The specific objectives of the Readiness and Standardization Assessment visits are to:

- (01) Evaluate the materiel condition of standard boats and ensure unit compliance with PMS and configuration management requirements.
- (02) Evaluate unit compliance with the boat crew training and qualification program. Ensure all crews are properly certified.
- (03) Evaluate boat crew performance skills essential for safe operation.
- (04) Evaluate the unit Survival Systems Program with regard to documentation, condition, and use of equipment in accordance with Reference (f).
- (05) Determine whether boat crews adhere to standard operating procedures.
- (06) Provide RFO evaluation guidance to the Operational Commander's observers.

A.2. Assist Goals

An assist visit is exactly the same as an assessment visit except that the report only goes to the Unit Commander. Units that have never had any prior assessments are entitled one assist visit. The purpose of an assist visit is to introduce the unit to the process. This typically occurs when a unit receives a standard boat for the first time.

Additionally, the first time a unit is assessed on a specific mission, that portion of the visit will be treated as an assist. For example, a unit receives new classification as Pursuit Level IV; this portion of the visit would be reported/routed as an assist.

A.3. Procedures

To limit variation for the unit being evaluated, the procedures for the



Readiness and Standardization Assessment visits are very similar to the RFO evaluation procedures set forth in this Manual *Part 5, Chapter 2, Unit and OPCON Readiness Evaluations*. During the visit, a materiel inspection and full power trial will be conducted on each standard boat assigned to the unit. Units should verify that hull numbers in AOPS are correct. Underway exercise evaluations will be conducted with all certified boat crew personnel.



Section B. General Timeline

Introduction

This section provides the timeline of events surrounding a unit's biennial Readiness and Standardization Assessment visit. As an overview, each fall the STAN Teams work closely with the DOG, Areas, and Districts to develop the next year's assessment schedule. Evaluation feedback is provided as the assessment progresses and at the conclusion of each set of underway drills. The assessment concludes with an overall out briefing. The STAN Team provides a written Readiness and Standardization Assessment report to the Operational Commander and Commandant. The cycle continues as the unit institutes the feedback received, and the system continually improves. **Figure 5-1** depicts the timeline of events preceding an assessment visit.

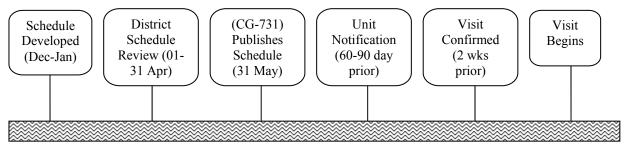


Figure 5-1
Pre-Assessment Visit Timeline

B.1. Schedule Development

The program cycle is designed to allow biennial visits to each unit with an assigned standard boat. Development of the next year's visit schedule begins each Fall. The schedule is a result of negotiations between the STAN Team and the DOG, Areas, and Districts to achieve the biennial standard with consideration to local concerns.

B.1.a. Planning

Between September and October of each year, the STAN Team will develop a draft schedule. The schedule is based on the known location of each standard boat, date of the boat's last visit, and area of the country in which the boat is assigned.

All Shore Boat Forces Units, Training Centers and Centers of Excellence are assessed on same STAN and assessment cycle as other units.

B.1.b. Initial Contact

During the initial planning stage, the STAN Team is likely to communicate with both the Area/District Boat Managers and individual units. This informal dialog is conducted to prevent unexpected problems and alleviate extensive changes to the schedule later.



B.1.c. District Response

By 01 April, the DOG and Area/District Boat Managers will be forwarded the draft schedule for their review and formal feedback. To effectively manage this extensive annual schedule and STAN Team visit costs, minimal changes are desired after publishing the annual schedule. Therefore, the DOG, Areas, and Districts should carefully review the schedule based on local concerns, boat assignment change plans, ongoing unit missions, etc. Written District Commander response is due back to the respective STAN Team no later than 30 April.

B.2. Publication

By 31 May, the schedule will be finalized and posted on STAN Team web sites.

B.3. Unit Notification

No less than 30 days prior to a visit (depending on the date in relationship to the schedule development), the unit will receive formal notification from the STAN Team of their upcoming assessment visit. This notification serves to pass important details related to the visit, to invite the unit to address important preparation issues/questions, and to request several items be made available upon the team's arrival.

No later than two weeks prior to the scheduled visit, the designated team leader will contact the unit to confirm the visit dates, obtain a list of all certified boat crew personnel, and address any last minute unit concerns.

For assessment purposes, the STAN Team will review the E-Training System up to 30 days prior to the Team's arrival at a shore unit.

B.3.a. Notification

The notification will address the following issues:

- (01) Dates of visit.
- (02) Schedule of events.
- (03) STAN Team leader.
- (04) Key visit elements.
- (05) Drill platform requirements (towed boat).
- (06) Boat(s) intended to be inspected.
- (07) Items needed for review upon arrival.



B.3.b. STAN Team

Units shall provide the following items to the STAN Team upon their arrival:

- (01) Last two RFO evaluation reports.
- (02) Rescue and Survival Systems PMS Log.
- (03) Signed copy of the previous currency cycle.
- (04) List of boat crews and a unit personnel roster.
- (05) District exemption for search pattern drill.
- (06) Unit boat records including the following engineering info:
 - a) DEMPS.
 - b)Last yard availability.
 - c) Last boat inspection report.
 - d)Last full power trial.
 - e)EC / CASREP / CSMPs.

B.4. Visit

The agenda for each assessment visit follows a routine schedule assuming the boat is Bravo. See **Figure 5-2**.

- (01) **Day 1.** First, an introduction and short in-brief is provided to the unit. Then, the STAN Team will administer written tests, review records, and conduct a boat materiel inspection and underway full power trial. After completion of the materiel inspection and full power trial, the remainer of the day is spent conducting underway drills.
- (02) **Day 2.** Any remaining administrative review is completed, and day and evening underway drills are conducted.
- (03) **Day 3.** Upon completion of the assessment, the unit is provided a summary and out-brief.

A more detailed description of the requirements for the materiel inspection and full power trial can be found in this Manual *Part 5*, *Chapter 4*, *Materiel Inspections*, the specific boat type operator's handbook, and appropriate technical publication. The underway drill scenarios are outlined in this Manual *Part 5*, *Chapter 5*, *Boat Crew Qualifications and Performance Evaluations*. A verification of the unit's assigned boat inventory against the headquarters' allowance list will be made. This check is purely an information gathering measure and does not relate to the unit assessment visit (Appropriate documentation/AOPS entries for boat transfers are a unit responsibility).



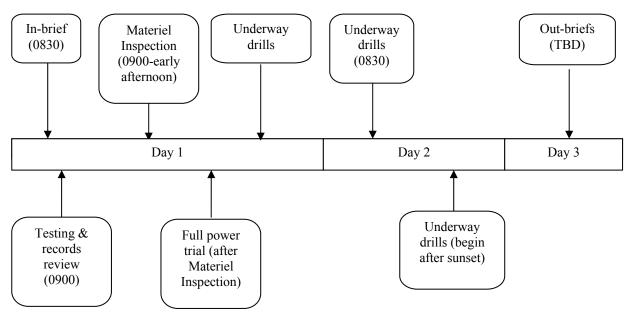


Figure 5-2 Assessment Visit Timeline

B.4.a. Unit In-Brief

Upon arrival of the STAN Team and OPCON staff representatives, usually about 0830 the first day, an all-hands briefing is conducted to introduce the team to the unit, discuss the agenda for the next few days, address any concerns, and answer any questions from the crew. Units may desire a one-on-one meeting between the STAN Team and unit/OPCON command staff prior to the all-hands briefing. This meeting is welcomed and encouraged, especially if there are command issues that may impact the entire visit but are outside the concern of the whole crew.

B.4.b. OPCON/RFO Team Representative OPCON/RFO Team representatives shall accompany the STAN Team throughout the unit inspection. This includes operations and engineering reps for the materiel inspection, engineering representatives for the full power trial and casualty control drills, and operations representatives for a majority if not all of both nighttime and daytime underway evolutions as space permits. Operational Commanders are encouraged to invite their servicing electronics support command and NESU to observe applicable portions of the materiel inspection.



B.4.c. Written Testing

Immediately following the unit in-brief, certified boat crew personnel will take a written exam for their highest qualification level.

Each examination has a 90 minute time limit.

These exams will provide feedback as to the knowledge level of boat crewmembers about the platform, identifying areas of strength and weakness to enable tailoring of the unit's training program. Areas of knowledge emphasized include boat handling, procedures, navigation/piloting, rules of the road, operating boat equipment, first aid, and rescue and survival equipment.

B.4.d. Training Program Review

The STAN Team will review the unit's training records in AOPS/TMT up to 30 days prior to the visit for assessment/score purposes. Once the score is established, the STAN Team may contact the unit to address concerns. The score will not be altered based on any corrections made after the initial review. This review will allow the STAN Team to evaluate unit compliance with Boat Forces Command Cadre Course completion and boat crew training, qualification, and certification requirements. Also, it will help identify the unit's ongoing efforts to foster a strong training program, professionally develop boat crew personnel, and properly maintain the standard boat assigned.

B.4.e. Materiel Inspection

A thorough materiel inspection is conducted on each standard boat to ensure compliance with Commandant directed configuration management. This inspection is also an excellent opportunity for information sharing, the latest platform news, helpful hints, supply sources for unique items, and a little personalized training between the STAN Team and boat crew personnel. The materiel inspection usually lasts until mid-afternoon (at a one standard boat unit). Materiel inspection procedures are discussed in the next chapter. Materiel inspection checklists for each standard boat are found in the applicable boat operator's handbook. For non-standard boats, use the District boat outfit list.



B.4.f. Full Power Trial

A full power trial is conducted as soon as the materiel inspection is completed (provided it is at least 30 min prior to sunset). Full power trials will not be conducted after sunset. In the event that it cannot be completed the first day, it will be completed as soon as practical the following day. During this evolution, the engineering STAN Team member (accompanied by unit and Sector engineering personnel) will check the boat's engines and engine room as discussed in this Manual Part 5, Chapter 4, Materiel Inspections. Under no circumstances will drills be performed prior to successful completion of the full power trial.

B.4.g. Personal Protective Equipment Program Review

While the materiel inspection and full power trials are being conducted onboard the boat, a review of the personal protective equipment program will be conducted ashore. An assessment of boat and crew personal protective equipment (PPE) shall be completed before underway evaluations. The PPE assessment ensures all required equipment is available and in good working condition, and the unit PMS program meets the requirements of Reference (f).

B.4.h. Underway Evaluations

Upon the successful completion of the preceding steps, the unit is ready for the underway boat crew assessment. All certified Boat Coxswains are expected to conduct at least one set of drills, either day or night. At least one member of the Command Cadre (CO/OIC or XO/XPO) will be observed at night. Boat crewmembers may participate in as many drills as necessary to allow each Coxswain to perform the required drill sets. The required underway drill checklists for each available scenario may be found at: http://cgweb.tcyorktown.uscg.mil/UTB/.

B.4.i. OPFOR vessel

In order to standardize the assessment, the opposing force (OPFOR) vessel will be piloted by a STAN Team member who holds current Tactical Coxswain (TCOXN) certification.

B.4.j. Out-Brief

Upon completion of the visit, out-briefs are offered to the unit Command Cadre. An all-hands out-brief is strongly encouraged to provide closure and a final evaluation of the hard work the crew put forth in preparing for the visit. Operational Commander out-briefs are provided upon request and are normally conducted at the last unit visited. During out-briefing, STAN Team assessment findings will be reviewed and recommendations for change or improvement will be made.



B.5. Reports

The Standardization Team will publish the following formal reports:

- (01) Readiness and Standardization Assessment Report.
- (02) STAN Team Assessment Analysis Report detailing the results of the fiscal year.

B.5.a. Readiness and Standardization Assessment Report Within 30 days of an assessment visit, the STAN Team will provide a formal report to Commandant (CG-731). Within 45 days of an assessment visit, the STAN Team will provide a formal report to the unit, Operational Commander, and District Commander. The report will assign an assessment rating based on final score:

- (01) 33 points or more = Ready for Operations.
- (02) < 33 points = Not Ready for Operations.

The report will address the following specific categories:

- (01) Whether the unit is effectively executing the boat crew training program.
- (02) Written test results showing the percentage of correct answers overall by subject and comparison to service wide averages.
- (03) Training program evaluation.
- (04) Command Cadre underway hours and certification.
- (05) Boat crew proficiency and adherence to standard operating procedures.
- (06) Underway drill results.
- (07) Whether the standard boats evaluated were "Bravo" or "Charlie" as explained in *Part 5, Chapter 4, Materiel Inspections*. If the boat is found "Charlie", specific reasons supporting this determination will be provided.
- (08) Deficiencies noted during the materiel inspection and full power trial. The enclosed lists will focus on PMS, configuration management and safety deficiencies noted.
- (09) Deficiencies and incorrect TCTOs that were noted but remain uncorrected from the last assessment visit will also be identified.
- (10) Personal protective equipment assessment.
- (11) Last Operational Commander RFO.
- (12) STAN Team comments.



B.5.b. STAN Team Assessment Report Scoring Criteria

The following paragraphs outline the STAN Team assessment report scoring criteria.

B.5.b.1. Maximum Score

The maximum score under this scoring system is 50 points.

B.5.b.2. Status Upon Arrival

A complete assessment of all standard boats will be conducted and arrival status established. If one of the platforms will not be available for inspection (emergency haul-out, on loan to another unit, etc.), the unit (through their chain of command) should notify the STAN Team and Commandant (CG-731) for possible reschedule of visit when all platforms will be available.

B.5.b.3. Catastrophic Failure

If a boat experiences a catastrophic failure which leads to a "Charlie" status and the boat will not be repaired prior to the STAN Team visit, the unit (via their chain-of-command) should consult the STAN Team and Commandant (CG-731) for possible reschedule of the visit.

If reschedule is not possible, units with multiple like boats must provide documentation (i.e., CASREP) and the boat will not be factored into the scoring criteria.

For units with a single boat, every effort will be made to reschedule the visit.

If a boat experiences a catastrophic failure *during* the "Upon Arrival" portion of the STAN Team visit, which results in "Charlie" status, the assessment will be completed and an overall rating assigned.

If a unit boat experiences a catastrophic failure after its "Upon Arrival" portion of the inspection (underway drill exercises, SAR case, etc.), the unit is still scored if the core underway exercises (towing, dewatering, day/night navigation and piloting, and man overboard recovery) were completed prior to the failure.



B.5.b.4. Multiple Boat Types Units with multiple boat types that receive a boat (e.g. rotating pool, District spare, etc.) within 30 days of the STAN Team visit will have the boat assessed, however, the boat will not be used for score.

B.5.b.5. One Boat Type

Units with only one boat type that have received the boat (e.g. rotating pool, District spare, etc.) within 30 days of the STAN Team visit will have the boat assessed and it will be used for score.

B.5.b.6. Platform Materiel Condition Points in this category will be assigned based on the number and severity of discrepancies reported upon arrival of the STAN Team and as a result of the full power trial. The applicable platform Operator's Handbook describes equipment discrepancies and the level of severity of each discrepancy. Regardless of the number of points accrued, if the Ready Boat has a disabling or restrictive casualty without a waiver the unit does not qualify for the Sumner I. Kimball Readiness Award. The following scoring system will be applied:

(01) Points for boat materiel condition upon arrival (total possible points per boat is 15). See Table 5-1.

Disabling	Restrictive	Major
0 = 5 pts	0 = 5 pts	0 = 5 pts
	1-3 = 4 pts	1-5 = 4 pts
	4-6 = 3 pts	6-10 = 3 pts
	7-9 = 2 pts	11-15 = 2 pts
	10-12 = 1 pt	16-20 = 1 pt
	>13 = 0 pts	> 21 = 0 pts

Table 5-1
Platform Materiel Condition

- (02) Units shall continue to clear all disabling and restrictive discrepancies during the STAN Team visit.
- (03) Units with multiple boat platforms shall average the arrival scores for all like boat platforms and divide by the number of boats to obtain unit points toward material condition score.

Example: Station X has two MLBs. The materiel condition score for one MLB was 15 points while the other was 13 points. The two scores will be averaged for the final Platform Materiel Condition score (in this case 14 points). If the average contains a decimal, the number will be rounded up if 0.5 or greater (Boat One = 14 points, Boat Two = 11 points, Average = 12.5 points, Points toward award = 13).



NOTE &

STAN Teams will inspect all standard boats that are berthed at the unit. Maintenance relief hulls will be included unless they are deployed as a relief boat or are undergoing major maintenance availability.

B.5.b.7. Knowledge Based Written Tests

Tests are administered to all boat crew personnel (Coxswain, Engineer, and Boat Crew Members). However, only the test scores for certified crewmembers will be used to establish unit scores. The average of all certified crew positions will be used in determining the point value (i.e., Coxswain average 90.4% + engineer average 85.5% + crew average 80.6% / 3 = 85.5% = 4 points). Overall unit average of 0.5 or greater will be rounded up to the next whole number. See Table 5-2.

Overall Unit Average	=	Point Scale
90 – 100%	=	5
80 - 89%	=	4
70 – 79%	=	3
60 – 69%	=	1
< 60 %	=	0

Table 5-2 Written Test Points

B.5.b.8. Underway Exercises

Points for underway exercises will be determined by the percentage of underway exercises with passing scores (met established drill standards). For example, 9 of 10 drills passed = 90% = 8 points, 13 of 16 drills passed = 81% = 6 points, etc. All drills (core and optional) will be included in the final score. See Table 5-3.

Underway Exercises with Passing Scores	=	Point Scale
96 – 100%	=	10
91 – 95%	=	9
86 – 90%	=	8
81 - 85%	=	6
76 - 80%	=	3
71 – 75%	=	2
65 - 70%	=	1

Table 5-3 Underway Exercise Points



B.5.b.9. Personal Protective Equipment

Points in this category are assigned based on overall compliance with Reference (f). The following scoring system applies. See Table 5-4.

Area	Status		Points
Issuance:	0 Discrepancies	=	3 pts
	1 Discrepancy	=	2 pts
	2 Discrepancies	=	1 pt
	3 or more	=	0 pts
	Discrepancies		
Documentation:	0-3 Discrepancies	=	1 pt
	4 or more	=	0 pts
	Discrepancies		
PMS	0 Discrepancies	=	2 pts
	1-2 Discrepancies	=	1 pt
	3 or more	=	0 pts
	Discrepancies		
Materiel Condition:	0 Discrepancies	=	4 pts

Table 5-4
Personal Protective Points

B.5.b.10. Training Program Administration

Points in this category are assigned based on overall compliance with this Manual *Part 4, Boat Crew Training*. The following scoring system applies. See Table 5-5.

Area	Status		Points
Program (admin)	0 Discrepancies	=	2 pts
Certification	0 Discrepancies	=	3 pts
Currency:	0 Discrepancies	=	5 pts

Table 5-5
Training Program Points

NOTE &

Training is assessed as a program, therefore a unit will be assessed on all standard and non-standard platforms assigned.

B.5.c. STAN Team Assessment Analysis Report

Each STAN Team will furnish this report to Commandant (CG-731) annually. The report shall provide recommendations to improve training programs, maintenance procedures, configuration management requirements, and mishap trends.



B.6. Mission/ Activity Assessment

STAN Teams will conduct mission/activity evaluations based on unit classification published at:

http://cgweb.comdt.uscg.mil/G-RCB/unitclass.htm.

These units must have a ready boat capable of completing these missions or activities. These evaluations will coincide with the regularly scheduled STAN visits.

Mission/activity based assessments will be documented as an enclosure to the unit assessment report.

B.6.a. Mission/Activity Assessment Scoring The mission/activity based scoring criteria will be comprised of the mission based check sheets published on the applicable STAN intranet site for each platform, knowledge based written test, and mission based underway drills which are posted on the STAN team website. The remainder of each STAN visit will be assessed for score per current STAN guidelines including: electronic training system/training record review, knowledge based written testing, materiel inspection, full power trial, personal protective equipment program review and underway drill sets. The following is a breakdown of the scoring criteria for the mission activity based assessment:

MISSION/ACTIVITY BASED WRITTEN TEST= TOTAL 5 PTS

90-100% = 5

80-89% = 4

70-79% = 3

60-69% = 1

< 60% = 0

MISSION/ACTIVITY BASED UNDERWAY DRILLS=TOTAL 10 PTS

96-100% = 10 PTS

91-95% = 9

86-90% = 8

81-85% = 6

76-80% = 3

71-75% = 2

65-70% = 1



MISSION/ACTIVITY BASED MATERIEL INSPECTION= TOTAL 10 PTS

DOCUMENTATION: 0 = 2

PMS: 0 = 4

MATERIEL CONDITION: 0 = 4

The maximum points earned during the mission/activity based assessment will be 25 points. The minimum score necessary to achieve a rating of "ready for operations mission/activity based" and still be eligible for the Kimball award is 17 points.

B.6.b. Mission/Activity Assessment Logistics Logistics to perform the required mission/activity based underway drill sets will be the responsibility of the unit and should be conducted in the same manner as required for certification and currency.

As with any STAN Team visit; units are encouraged to engage early and as much as needed with the STAN Team staff in order to prepare for a successful visit.

B.7. STAN Judgement

The readiness and standardization program is under constant revision due to changes in mission, platform, policy, and/or procedures. Changes in the program are common as new procedures/requirements are identified. Every attempt is made to keep the field informed of these changes. However, there are times during an assessment that the STAN Team Inspectors must make a judgment call regarding a discrepancy; keeping safe boat operations as their number one priority.

With the full support of the Commandant (CG-731), STAN Teams have been directed to document any and all discrepancies on the unit assessment report; including those which may not be covered in current policy. Following the assessment , STAN Team Supervisors forward the new findings to the Commandant (CG-731) through the Boat Force Doctrine Team for review and policy amendment if appropriate.

B.7.a. Unit Conduct

Neither the unit personnel or Operational Commander (representatives) shall argue with STAN Team members in an attempt to sway their decision. Confrontational behavior will lead to negative crew perception and, in the worst case scenario, may affect unit qualification for the Sumner I. Kimball Readiness Award.



B.7.b. Appeals

A unit may appeal STAN findings by submitting a memorandum to Commandant (CG-731), via the chain of command, within 30 calendar days of receipt of final report.

The appeal shall explain the discrepancy received and why it should not be counted as a discrepancy. Include relevant documentation (i.e. unit records, photos, etc.) as appropriate.

Commandant (CG-731) will have final disposition on appeals and will provide a decision memorandum to the appealing unit via the chain of command, with copies sent to Boat Forces STAN Team and the Small Boat Product Line (SBPL).

The management of STAN evaluation criteria is a continuous process; appeals are not intended to discredit the inspection process, but to bring to light issues that may be present in the boat community.

Part 5 – Readiness and Standardization





CHAPTER 4 Materiel Inspections

Introduction

The purpose of the materiel inspection is to validate the readiness and standardization of the boat being inspected and to ensure that it is safe for operations and is mission capable.

The materiel inspection is performed both dockside and underway. The dockside portion consists of a complete visual inspection of all boat spaces. The condition of the hull, installed fittings, and watertight structures will be reported. A functional inspection of all installed machinery, weight handling equipment, and boat outfit items will also be completed. During the underway portion, a full power trial will be performed in accordance with the appropriate PMS technical publication.

Platforms that have parts on order prior to an RFO or STAN team inspection shall have their discrepancy properly entered into ALMIS, or other approved applications. Failure to do so can affect the unit's score.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Formal and Unit Materiel Inspections	5-42
В	Guidelines/References	5-43
С	Discrepancy Classifications and Required Actions	5-44
D	Readiness Rating	5-47



Section A. Formal and Unit Materiel Inspections

A.1. Formal Materiel Inspections

Formal materiel inspections shall be conducted during OPCON RFO evaluations and Readiness and Standardization Assessments. A formal inspection report containing the boat's materiel discrepancy list will be included in the RFO or Readiness and Standardization Assessment reports.

A.2. Unit Materiel Inspections

Unit Commanders shall conduct a materiel inspection once per month for each standard boat assigned to the unit. No formal documentation is required for this inspection other than necessary reporting of discrepancies. In addition, daily boat checks, as required by the appropriate PMS technical publication, represent the unit's opportunity to assess the materiel condition of standard boats on a daily basis. Any time materiel discrepancies are noted, units shall comply with the required actions as outlined in this Manual *Part 5, Chapter 4, Section C, Discrepancy Classifications and Required Actions*.



Section B. Guidelines/References

Introduction

The specific boat type operator's handbook provides the materiel inspection checklists for the appropriate standard boat. In addition to this Manual, References (f), (j) (ddd), applicable PMS manual, specific boat type operators handbook, and additional technical publications and drawings, as appropriate should be used when conducting a standard boat materiel inspection:

B.1. Personnel Requirements

A materiel inspection normally requires a minimum of two personnel to conduct, preferably a Boatswain's Mate and Machinery Technician, both of whom possess extensive experience on the type of standard boat to be inspected and a working knowledge of the reference documents which checklist items are judged against.

B.2. Discrepancy Classification

Each item on the materiel inspection checklist will be evaluated as standard or non-standard. When the minimum standard for a specific item cannot be met, the evaluator shall classify the discrepancy based upon the classification guidelines contained in the applicable specific boat type operator's handbook. Occasionally, a discrepancy is found that is not specifically mentioned in the Operator's Handbook. On these occasions, the Team Leaders will use their experience and judgment, with the advice of the Senior STAN Engineer, to classify the discrepancy. Each classification category requires a different level of action by the unit and Operational Commanders.:

- (01) Disabling casualty.
- (02) Restrictive discrepancy.
- (03) Major discrepancy.
- (04) Minor discrepancy.
- (05) Properly waived restrictive discrepancies that are in place prior to STAN Team arrival will not count against the platform assessment.
- (06) Appropriately documented major discrepancies pending repair by the servicing product line are not counted against unit score.

 Appropriate documentation includes CASREPS, (ALMIS entries) and/or Boat Record entries which correlate with a request for Sector/servicing product line assistance.



Section C. Discrepancy Classifications and Required Actions

Introduction

The readiness of standard boats shall be continuously monitored to ensure that the boat is capable of unrestricted operations. This monitoring is accomplished through a variety of formal and informal inspection programs including daily boat checks, the boat PMS schedule, annual engineering inspections, RFO evaluations, and Readiness and Standardization Assessments. Whenever a discrepancy is noted during any of these inspection programs, it must be classified and acted upon based on the following standards.

C.1. Disabling Casualties

Disabling casualties are those which make the boat not serviceable.

C.1.a. Actions (Underway)

In the event a boat sustains a disabling casualty while underway, it shall immediately return to the nearest safe mooring and be placed into "Charlie" status. In many cases, the boat will require assistance from another vessel.

C.1.b. Actions (Dockside)

If a disabling casualty is identified while the boat is moored, the boat is not authorized to get underway until the casualty is corrected. The boat shall immediately be placed into "Charlie" status and repaired. Dockside materiel inspections may continue after discovery of a disabling casualty, but the boat shall not get underway for full power trial or underway exercises until all disabling casualties are fully repaired and tested underway. See Table 2-1 for waiver authority.

C.1.c. Reports

Disabling casualties shall be reported to the Operational Commander, and Sector Engineer Officer by the most expeditious means, followed up by a boat status message as soon as possible but no later than 12 hours after the casualty is discovered.

If the casualty cannot be repaired within 48 hours, then either an ALMIS entry or CASREP shall be made within 24 hours of discovery of the casualty in accordance with Reference (hh). Operational Commanders are responsible for monitoring the status of repairs to disabling casualties.



C.2. Restrictive Discrepancies

Restrictive discrepancies are those which restrict the operations of the boat such that it can perform some activities but not all activities safely. Boats with restrictive discrepancies shall only be operated if the Operational Commander has issued a written waiver. A verbal waiver is authorized, as long as it is followed with a written waiver within 4 hours.

The ultimate authority for Restrictive Discrepancy Waivers resides with the Operational Commander; this authority may be delegated in writing, but remains higher than the unit CO/OIC. See Table 2-1 for waiver authority.

NOTE &

A written waiver may be a letter, memorandum, e-mail, Cutter log entry, or record message traffic. The written waiver shall: (1) identify the specific discrepancy which is waived, (2) describe the conditions under which the boat may be operated, and (3) stipulate concurrence on the measures to be taken to lessen or negate the hazard posed by the discrepancy. Written waivers shall be maintained as an annotation to Part 3 of the boat record.

C.2.a. Actions (Underway)

In the event the boat sustains a restrictive discrepancy while underway, the Coxswain shall immediately notify the parent unit with all pertinent information and a recommendation as whether to continue or abort the mission. The parent unit shall pass along the information pertaining to the casualty, the current mission, and recommendations to the Operational Commander who shall immediately notify the unit as to whether or not continuing the mission is authorized, the conditions under which the boat may be operated, and precautions to be taken to lessen the hazards posed by the discrepancy.

C.2.b. Actions (Dockside)

The boat shall not get underway until the discrepancy is corrected, or a waiver has been received. Dockside materiel inspections may continue after discovery of a restrictive discrepancy, but the boat shall not get underway for full power trial or underway exercises until all restrictive discrepancies are fully repaired or have been waived in accordance with Table 2-1

C.2.c. Reports

Restrictive discrepancies shall be reported to the Operational Commander if the discrepancy cannot be repaired within 1 hour. If the casualty cannot be repaired within 48 hours, a CASREP shall be sent within 24 hours of discovery of the casualty in accordance with Reference (hh). Operational Commanders are responsible for monitoring the status of repairs to all restrictive discrepancies.



C.3. Major Discrepancies

Major discrepancies are those that degrade the effectiveness of the boat to perform one or more missions. The occurrence of major discrepancies shall be documented and a plan to correct these discrepancies shall be formulated and carried out by the unit. Operational Commanders are responsible for monitoring the status of the repairs to major discrepancies. It is suggested that, in conjunction with unit materiel inspections, Operational Commanders receive monthly reports as to the status of correction of major discrepancies.

C.4. Minor Discrepancies

Minor discrepancies do not affect the operational readiness of the boat. However, a boat with minor discrepancies does not meet the standardization criteria as established for that boat. The occurrence and repair of minor discrepancies shall be documented and monitored at the unit level.



Section D. Readiness Rating

Introduction

Boats shall be assigned readiness ratings that shall be included in all inspection reports. Ratings shall be assigned in categories as described below.

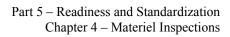
D.1. Ratings

Upon mission arrival or departure, the boat is assigned one of the following readiness ratings:

- (01) **"Bravo"**: The boat has no disabling casualties or restrictive discrepancies.
- (02) **"Bravo (Restricted)"**: The boat has one or more restrictive discrepancies with waivers.
- (03) **"Charlie"**: The boat has one or more disabling casualties or the boat has restrictive discrepancies without waivers.

NOTE &

If the boat is found to be "Charlie", specific reasons supporting this determination will be provided.







CHAPTER 5 Boat Crew Qualifications and Performance Evaluations

Introduction

Unit assessments through practical exercises shall evaluate boat crew professionalism and measure human performance during both RFO and STAN Team assessments. RFO teams should follow the same guidelines and procedures as the STAN Teams. Unit training program shall be evaluated by thorough review of the training system requirements, knowledge based testing, and the conduct of underway exercises utilizing the core and optional drills. Results of testing and records review, and recommendations for improvement shall be provided to the unit command at the RFO or STAN Team out-brief. STAN Team test results will be compared to Coast Guard wide averages. Evaluations of specific drills and boat crewmember performance will be provided at the conclusion of each sortie. Overall drill evaluations and recommendations for improvement will be provided to the command at the out brief.

This chapter provides objective procedures, drills, exercises, and evaluation techniques for determining boat crew qualifications and providing performance evaluations.

NOTE &

The Operational Commander, CO/OIC may require demonstration of required skills at any time. The Operational Commander, CO/OIC may rescind certification of members unable to meet minimum requirements.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	Procedures	5-50
В	Underway Exercise Evaluations and Required and Optional Exercises	5-51
С	Evaluation Procedures	5-54



Section A. Procedures

Introduction

STAN Team and Operational Commander's RFO evaluation teams shall conduct the following evaluations:

- (01) Knowledge-based testing.
- (02) Training records review.
- (03) Underway exercises.

A.1. Knowledge-Based Testing

After the in-brief, written tests will be administered to all qualified Coxswains, Engineers, and Boat Crew Members. Non-qualified crewmembers may also take the tests; however, their scores will not be recorded or reflected in the unit averages.

- (01) Tests will consist of questions concerning:
 - a) Boat operations and missions.
 - b)Boat specifications.
 - c) First aid and survival.
 - d) Rules of the road.
 - e) Navigation.
 - f) Engineering systems and components.
- (02) Engineers shall take a combined engineering and crewmember test.

A.2. Training Program Evaluation

STAN/RFO will conduct the unit training system review. Certification for each boat crewmember, including Command Cadre, will be checked. Currency maintenance and underway hours will be compared to ensure compliance with requirements. If a member's currency or certification is in question, the STAN Team or RFO leader shall resolve the issue or require another certified/current crewmember for that position during drills. Each situation of this nature shall be documented in the Readiness and Standardization Assessment report.

A.3. Exercises

The STAN or RFO evaluator will select exercises from the lists in the following section and determine how many of the exercises are required to adequately evaluate a unit.



Section B. Underway Exercise Evaluations and Required and Optional Exercises

Introduction

Underway exercises shall be performed to measure how boat crews perform standard procedures (boat crew readiness) and to evaluate the effectiveness of the unit's boat crew training program.

B.1. Evaluation Prerequisites

The following prerequisites and standards shall be met when performing the exercises:

- (01) Trainees will not normally participate during underway exercise evaluations, but may be onboard as observers at the discretion of the evaluator.
- (02) The boat being used shall have no disabling casualties. The Operational Commander shall address all restrictive deficiencies as necessary with written waivers as required in this Manual Part 5, Chapter 4, Section C, Discrepancy Classifications and Required Actions.
- (03) Duty standing certified boat crews shall normally perform at least two required exercises. Non-duty standing certified personnel including the CO (CWO only), OIC, XPO, Station (small) Supervisor, Senior Boatswain's Mate (at units commanded by a commissioned officer), EPO, Engineers, and Boat Crew Members shall perform at least one required exercise.

NOTE &

At Stations and Aids to Navigation Teams (ANTS), the CO (CWO only), OIC, XPO, EPO, and senior Boatswain's Mate (for units commanded by a commissioned officer) will be expected to perform at least one underway exercise if they have been assigned to the unit for more than six months. Command Cadre (CO/OIC, XO/XPO) will be expected to perform a day and night drill (i.e., OIC day, XPO night).

(04) Sorties shall, at a minimum, include core drills as listed below.

B.2. Required Exercises (Core Drills)

Each underway exercise shall, at a minimum, include one or more of the core drills listed below.

- (01) Day/night navigation and piloting.
- (02) Man overboard (MOB) recovery.
- (03) Towing (except cutter boats, SPC-LE, and Buoy Utility Stern Loading (BUSL)).
- (04) Buoy operations mooring pull (ATON units only).
- (05) Dewatering (if pump is available).



B.3. Optional Exercises

Optional exercises may be conducted in conjunction with, but not simultaneous to, required exercises. Note that procedures for optional drills may not be specifically addressed in the operator's handbooks or other references. In order to improve standardized procedures, please notify the National Motor Lifeboat School, Boat Forces and Cutter Operations Branch, or National Aids to Navigation School where omissions/deviations may exist.

- (01) Reduced visibility navigation.
- (02) Crewmember piloting proficiency.
- (03) Search patterns (precision and drifting)
 - a) Sector single unit (VS).
 - b) Expanding square single unit (SS).
 - c) Creeping line single unit (CS).
 - d) Track line single unit, non-return (TSN).
 - e) Track line single unit, return (TSR).
 - f) Parallel single unit (PS).
- (04) Basic engineering casualty control exercises (BECCE).
 - a) Fire in engine room.
 - b)Outboard motor fire.
 - c) Loss of steering.
 - d)Loss of steering (jammed rudder).
 - e)Collision with submerged object.
 - f) Hard grounding.
 - g)Loss of engine lube oil pressure.
 - h)Engine high water temperature.
 - i) Reduction gear failure.
 - j) Loss of control of engine RPM.
 - k)Loss of fuel oil pressure.
 - 1) Loss of GPS/Chart Plotter.



B.4. Drill checklist review

All drill checklists will be reviewed semi-annually during the months of January and July to ensure accuracy. Changes to drill checklists will normally only be made during these months. Units should periodically check the STAN Team website to ensure they have the most up-to-date drill checklists. Drill checklists will include the month and year of the review on the bottom of the each page. Platform specific and mission specific drill sheets can be found at the following web site: http://cgweb.yorktown.uscg.mil/utb/stan/rfo.asp



Section C. Evaluation Procedures

Introduction

Evaluators shall assess boat crew proficiency and performance as follows

C.1. Pre-Brief

Evaluators shall conduct a pre-brief before the exercise commences.

C.2. Evaluation Criteria

Evaluations will be based on how well each crewmember performs their duties. Each exercise provides a setting for the boat crewmember to demonstrate required skills. Evaluators shall measure and evaluate boat crew performance and proficiency using the following criteria:

- (01) Procedures and methods appropriate for the situation.
- (02) Adherence to boat crew performance standards.
- (03) Crewmember familiarity with boat systems, boat outfit equipment, and the stowage plan.
- (04) Crewmember proficiency as an individual and as a team member (team coordination and risk assessment).
- (05) Effective Coxswain communications, including briefings and task assignments.
- (06) Crew understanding of commands and safe performance of tasks.

C.3. Debrief

Evaluators shall debrief the boat crew at the end of each drill set. This debrief is normally conducted dockside.

C.4. Additional Assessment Requirements

Operational Commanders may impose additional assessment requirements due to unique operational requirements for specific units. Requirements contrary or inconsistent with published standard procedures are prohibited. Operational Commanders should request written modification of procedures from Commandant (CG-731), via the National Motor Lifeboat School, Boat Forces and Cutter Operations Branch, or National Aids to Navigation School in cases where approved procedures are insufficient.



CHAPTER 6 Rescue & Survival Systems Evaluation

Introduction

The purpose of the Rescue and Survival (R&S) Systems evaluation is to verify unit compliance with the requirements for the issuance, documentation, maintenance (PMS), and material condition of R&S equipment and PPE.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A	R&S and PPE	5-56
В	Procedures	5-57
C	Evaluation Criteria	5-58



Section A. R&S and PPE

Introduction

The Rescue and Survival Systems Program is based on requirements outlined in Reference (f). The R&S inspection extends to all equipment located on all unit boats and vehicles. The PPE inspection includes issuance, documentation, and condition of personal issue items.

A.1. Formal Materiel Inspections

Formal inspections shall be conducted during annual "Ready for Operations" evaluations and Readiness and Standardization Assessments. A formal inspection report containing program discrepancies shall be included in the RFO and Readiness and Standardization Assessment reports.



Section B. Procedures

Introduction

Ready for Operations and Readiness and Standardization evaluations shall conduct the following evaluations.

B.1. Documentation

Assessment teams will review the unit's AF Form 538 log documenting issuance and annual inventories of basic and cold weather PPE to individuals. Compliance with inventory control procedures will also be evaluated. Inspecting personnel shall determine if the unit in "in compliance" or "not in compliance" with established requirements. Additionally, assessment teams shall determine that commands issuing PPE waivers are complying with the provisions of Reference (f).

(01) Documentation errors exist if there is failure to document a required item, improper documentation, or missing documentation.

B.2. Issuance

Assessment teams will compare AF Form 538 documentation with actual on-hand inventories verifying issuance of PPE with pertinent directives. Inspecting personnel shall determine if the unit is "in compliance" or "not in compliance" with established requirements.

Issuance errors exist if there is a failure to issue PPE or PPE that does not meet configuration specifications/salient characteristics.

B.3. PMS

Maintenance logs will be reviewed for documentation and compliance with maintenance procedure requirements and frequency as required by Reference (f). Inspecting personnel shall determine if the unit is "in compliance" or "not in compliance" with established requirements.

PMS errors exist if there is improper build-up, acceptance, or periodic maintenance of an item.

B.4. Materiel Condition

R&S and PPE will be inspected to ensure satisfactory material condition, compliance with PMS requirements, and the overall adequacy of the PMS program. Inspecting personnel shall determine if the unit is "in compliance" or "not in compliance" with established requirements.

Materiel condition errors exist if any required item is missing, broken, expired, or any condition that will prohibit operation of a required item.



Section C. Evaluation Criteria

Introduction

A determination of "in compliance" or "not in compliance" shall be based on compliance with the requirements of Reference (f). Any discrepancy noted on the checklist will result in a "not in compliance" determination for that section.

C.1. Basic and Cold Weather Equipment

Issuance requirements include specific basic and cold weather equipment. Cold weather gear shall be assessed based on unit location as outlined in Reference (f). Maintenance and materiel condition areas shall be assessed for compliance with maintenance program and maintenance procedure card requirements.

C.2. Defective **PPE**

Defective R&S or PPE may prevent the unit from conducting underway drills if replacement equipment is not available. Final reports shall make specific note of defective R&S and/or PPE that was in service.



APPENDIX A Unit and RFO Aids to Navigation Team Checklists

it NameDate					
NT RFO General Information (Items in this Appendix are those not covered in the STAN checklists.)					N checklists.)
Inspection Team M	embers (Name and Ur	nit):			
Date of last MLC S	afety and Environmen	tal Health Inspection:	Unit pi	rovide list	of outstanding discrepancie
Number of AIDS a	ssigned to unit for prin	nary servicing:fi	xedfloa	ating	lighted
ATON Discrepanci	es: Unit provide list v	vith aid name, Light List	number, discre	pancy.	
Any ATON supply	problems being exper	ienced? Yes/ No]		
Is unit staffed to its	Personnel Allowance	List (PAL)? Compare F	PAL to assigned	l personne	1, note + or – from PAL.
OIC	XPO	EPO			
BM1	BM2	BM3			
MK1	MK2	MK3			
DC	EM	SN	FN		
Description/conditi	on of vehicles assigned	d, including cranes, fork	lifts, etc.:		
			m	nileage/ho	urs
			m	nileage/ho	urs
			m	nileage/ho	urs
			m	nileage/ho	urs
Outstanding unit C	ASREPS: Unit to prov	vide a complete list.			
Pending CSMPs: U	Init to provide a comp	lete list.			
Pending SSMRs: U	Init to provide a comp	lete list for both unit and	l assigned aids.		
Pending ECs (form	erly BOATALTs): Ut	nit to provide a complete	list.		
narks					
	Date of last MLC S Number of AIDS a: ATON Discrepanci Any ATON supply Is unit staffed to its OIC BM1 MK1 DC Description/conditi Outstanding unit C. Pending CSMPs: U	TRFO General Information (Items in the Inspection Team Members (Name and Uran Date of last MLC Safety and Environment Number of AIDS assigned to unit for print ATON Discrepancies: Unit provide list was Any ATON supply problems being experimental of the supply problems being experim	TRFO General Information (Items in this Appendix are those Inspection Team Members (Name and Unit): Date of last MLC Safety and Environmental Health Inspection: Number of AIDS assigned to unit for primary servicing: ATON Discrepancies: Unit provide list with aid name, Light List Any ATON supply problems being experienced? Yes // No // Is unit staffed to its Personnel Allowance List (PAL)? Compare FOIC XPO EPO BM1 BM2 BM3 BM3 MK1 MK2 MK3 DC EM SN Description/condition of vehicles assigned, including cranes, fork Outstanding unit CASREPS: Unit to provide a complete list. Pending CSMPs: Unit to provide a complete list for both unit and Pending ECs (formerly BOATALTs): Unit to provide a complete	TRFO General Information (Items in this Appendix are those not covered in Inspection Team Members (Name and Unit): Date of last MLC Safety and Environmental Health Inspection: Unit p Number of AIDS assigned to unit for primary servicing: fixed flo ATON Discrepancies: Unit provide list with aid name, Light List number, discre Any ATON supply problems being experienced? Yes/ No Is unit staffed to its Personnel Allowance List (PAL)? Compare PAL to assigned OIC XPO BM3 MK1 BM2 BM3 MK2 MK3 DC EM SN FN Description/condition of vehicles assigned, including cranes, forklifts, etc.: no Outstanding unit CASREPS: Unit to provide a complete list. Pending SSMRs: Unit to provide a complete list for both unit and assigned aids. Pending ECs (formerly BOATALTs): Unit to provide a complete list.	TRFO General Information (Items in this Appendix are those not covered in the STAN Inspection Team Members (Name and Unit): Date of last MLC Safety and Environmental Health Inspection:



Appendix B – Department of Defense (DOD), Allied and Foreign Partners Boat Ops Checklists

Unit Name	Date		
Unit Training			
	ITEM	SAT	UNSAT
Name:			
1. Is the unit rec	reiving adequate quotas to schools?*		
a. Minor Aids to	o Navigation		
b. Aid Positioni	ng		
c. OIC/XPO/			
d. Advanced M	inor Aids		
e. Major Aids			
2. Is a PQS/JQF	(watch qualification) program in effect?		
	[Personnel Qualification Standard (PQS) Buoy Deck Operations, M3502.12 (series)]		
b. Tower climbing Manuals]	ng (if unit climbs towers over 20 FT) [ATON Technical & Seamanship		
c. Chain saw (if Operations, C	unit performs brushing) [Personnel Qualification Standard (PQS River Tender OMDTINST M3502.13 (series)]		
Are qualificate larger)	on requirements for Engineering watchstanders adequate? (45 FT boats and		
4. Number of ce	ertified/qualified personnel available to perform unit mission?*		
NOTE &	*This is a subjective call by inspector and/or OIC. Provide sinformation for an "UNSAT" entry.	pecific am	plifying
Remarks			



			~
Unit	t Name Date		_
Eng	ineering Administration		
	ITEM	SAT	UNSAT
1.	Are the following publications available and up-to-date? (Access by CD ROM or Web satisfactory)		
	a. Naval Engineering Manual, COMDTINST M9000.6 (series)		
	b. MLC SOP		
	c. CG Naval Engineering Technical Publications		
	d. Manufacturers Instruction Books and Service Manuals (as applicable to the individual unit)		
	e. Allowance List		
	f. PMS Technical Publications (AUX/MP/EM/DC)		
	g. Drawings of boats and machinery (NETIMS acceptable)		
	h. Are the boats' blueprints indexed?		
	i. Boat Management Manual, COMDTINST M16114.4 (series)		
2.	Do the Engineering Standing Orders contain the following?		
	a. Engineer duties in port and underway.		
	b. When to call the EPO.		
	c. Daily routine of Engineering Department in port.		
	d. Instructions on the issue, use and replenishment of spare parts.		
3.	Is/are the assigned boat(s) adequate for the unit's aid assignment list and specific area of operations?*		
NO	*This is a subjective call by inspector and/or OIC. Provinformation for an "UNSAT" entry.	ride specific	amplifying
4.	CSMP files. [Naval Engineering Manual, COMDTINST M9000.6 (series), Chapter 090-4]		
	a. Are CSMPs prepared for all major repair items to be corrected by the unit and any repairs beyond the unit's capability?		
	b. Are CSMPs filled out in accordance with detailed instructions contained in the reverse of CSMP card, FORM CG-2920?		
	c. Does each card contain enough information to allow preparation of a specification?		
	d. Are CSMPs submitted to MLC(v) for review and prioritization in accordance with MLC SOP?		
	e. List CSMPs on file pending for over two years. (Full list required for General Information Checklist.)		
5.	Engineering Change Requests (ECR, formerly BOATALT). (Full list of pending ECRs required for General Information Checklist.)		
	a. Does the ECRs file show completed and pending items? [Naval Engineering Manual, COMDTINST M9000.6 (series), CH. 041-7]		

b. Are there incomplete Class "A" ECRs issued before the last routine availability?

Are there incomplete Class "B" ECRs over three (3) years old?



Appendix B – Department of Defense (DOD), Allied and Foreign Partners Boat Ops Checklists

		ITEM	SAT	UNSAT
6.		Boat Record files maintained in a six-part folder and divided into the following tions? [Boat Management Manual, COMDTINST M16114.4 (series)]		
	a.	Boat Record (sheet) (CG-2580)		
		(1) Is the boat transfer report located in back of Boat Record Book? (CG-2580)		
		(2) Is a chronological hull and machinery record appended to the Boat Record?		
	b.	Boat Inspection Reports Form (CG-3022)		
	c.	CASREPs and Casualty Correction (CASCORs) (kept for one year)		
	f.	Pending CSMPs		
	g.	Do the records include District or unit outfit lists / checkoff lists?		
	h.	Has a Full Power Trial been completed as required by applicable instructions?		

Remarks			



Unit Name]	Date	

Aids to Navigation Administration

	ITEM	SAT	UNSAT
	re the following publications available and up-to-date? (Access by CD ROM atisfactory)		
a	Aids to Navigation Manual – Seamanship, COMDTINST M16500.21 (series)		
b	. Aids to Navigation Manual – Positioning, COMDTINST M16500.1 (series)		
c	Aids to Navigation Manual – Technical, COMDTINST M16500.3 (series)		
d	. Aids to Navigation Manual – Administration, COMDTINST M16500.7 (series)		
e	District ATON SOP		
f	District Aid Assignment List		
g	. Automated Technical Guidelines, COMDTINST M16500.8 (series)		
h	. Aids to Navigation Information System (ATONIS), COMDTINST M16500.15 (series)		
i.	Lighthouse Maintenance Management, COMDTINST M16500.6 (series) if applicable		
j.	Major Aids to Navigation Preventive Maintenance System Guide, COMDTINST M16500.10 (series) if applicable		
k	. ATONIS/AAPS Unit User Guide (current edition)		
1.	Hydrographic Manual (NOAA), 4th Ed, COMDTINST M16500.2 (series)		
n	n. Development of New Nautical Charts & Publications, COMDTINST M16502.10 (series)		
n	. Aids to Navigation Battery Release Reporting Requirements, COMDTINST 16478.10 (series)		
0	. Aids to Navigation Battery Tracking System, COMDTINST 16478.11 (series)		
p	Short Range Aids to Navigation Servicing Guide, COMDTINST M16500.19 (series)		
q	. Light List, COMDTPUB P16502.1 (series)		
r	Solar Design Manual, COMDTINST M16500.24 (series)		
S	Aids to Navigation Visual Signal Design Manual, COMDTINST M16510.2 (series)		
t.	National Plan for ATON Battery Recovery and Disposal, COMDTINST 16478.12 (series)		
u	. U.S. Coast Pilot for Area of Responsibility		
v	. CHART 1		
V	. Tower Manual, COMDTINST M11000.4 (series) for aids over 20 FT tall		



ITEM		SAT	UNSAT	
2.	Are all buoys on station the authorized hull?			
	a. List any mismatches. Aid Name LLNR Authorized		On Station	
	ITEM	SAT	UNSAT	
3.	Does the unit submit recommendations for changes to assigned aids?			
4.	Does the unit review the <i>Light List</i> for agreement with assigned aids to navigation?			
	a. Have corrections been sent to District?			
5.	Does the unit maintain a file of SSMRs for assigned aids that include pending, current and completed (as required)?			
6.	Are ATON allowance spares maintained in accordance with District SOP?			
7.	Is the unit adequately funded and are funds properly expended to support assigned aids? (Compare budget vs. expenditures in aid maintenance and shore maintenance categories.)			
8.	Does the unit maintain Battery Tracking Log and Folder?			
	a. Is the battery tracked from time received at unit to time it is disposed of?			
	b. Does the unit have an adequate number of tracking labels onboard?			
	c. Are DD 1149s on battery transfers (disposal) and bills of lading kept together in the battery tracking folder?			
	d. Are battery release messages sent in accordance with <i>Aids to Navigation Battery Release Reporting Requirements</i> , COMDTINST 16478.10 (series)?			
9.	Are all batteries properly disposed of?			
10.	Does the unit maintain Aid Folders for all assigned aids as follows:			

NOTE &

Contents listed below are required, but the order in which they are kept is not. Alternate folder-keeping sequences are allowed as long as all forms and information are properly maintained. Some districts may prescribe a particular sequence.

a. Six-part folders containing the following sections:	
(1) ATONIS Field Information Documents (FID)	
(2) Aid Positioning Reports (APR)	
(3) Related message traffic	
(a) Discrepancies	
(b) Corrections	
(c) Broadcast Notice to Mariners	
(d) ATON Work Orders (3213/3213As)	



		~~~
ITEM	SAT	UNSAT
(4) Correspondence		
(5) Misc. aid positioning information		
(a) Accuracy classification		
(b) Old grids and pre-comps		
(c) Best fix info.		
(6) Misc. aid information		
(a) Discrepancy Response Factors (DRF Part I and II)		
(b) Service Interval Flowcharts (SIF)		
(c) Buoy mooring selection sheets		
(d) SSMRs		
(e) Photos (within 5 years)		
(f) Vandalism documentation (i.e., evidence)		
(g) Equipment list and historical info.		
(h) Old Sands Forms		
(i) OIC comments		
(j) Solar calculations		
11. Check at least 10% of folders for lighthouses. Do the folders reflect proper maintenance of the aids in accordance with <i>Lighthouse Maintenance Management</i> , COMDTINST M16500.6 (series) and <i>Major Aids to Navigation Preventive Maintenance System Guide, COMDTINST M16500.10 (series)</i> ?		
2. Does the unit use ATONIS?		
OTE GC Compare at least 10 ATONIS records against Aid Folders.		

a. Are the unit aid data files current/correct? (check all fields)	
b. Is ATONIS used to schedule pending work?	
c. Is the unit current on all inspections/servicing?	
d. Is the current version of AAPS being used?	
e. Are imports/exports being conducted within 5 days of changing data?	

Remarks		





<b>Unit Name</b>	Date	

## **Completion Worksheet** UNSAT **ITEM** SAT N/A **Explanation / Comment** Administration General Information Checklist no evaluation Completed Boat Crew/ATON Training 3. ATON Administration 4. Engineering Administration **Materiel Condition** 1. 55 FT ANB 2. 49 FT BUSL 3. TANB/NSB 4. Unit Unique (cable boat, BU) **Required Exercises** 55' ANB & 26' TANB Day/Night Navigation and Piloting Towing 3. Man Overboard 4. Mooring Pull 5. Aid Positioning 49' BUSL Day/Night Navigation and Piloting 2. Man Overboard 3. Mooring Pull Aid Positioning **Optional Exercises** 55' ANB & 49' BUSL Reduced Visibility Navigation Crewmember Piloting Proficiency Search Patterns (Drifting Patterns) 4. Fire in the Engine Compartment Loss of Steering Collision with Submerged Object Loss of Main Engine Lube Oil Pressure Main Engine High Water Temperature Loss of control of Engine RPM



ITEM	SAT	UNSAT	N/A	Explanation / Comment
26' TANB				
1. Outboard Engine fire				
2. Loss of Steering (Hydraulics)				
3. Collision with Submerged Object				
4. Loss of Outboard Engine Lube Oil Pressure				
5. Outboard Engine High Water Temperature				
6. Loss of Fuel Oil Pressure				
7. Loss of GPS/Chart Plotter				
Is the unit ready for operations?			Yes	/ No 🗌
Remarks				





## APPENDIX B Department of Defense (DOD), Allied and Foreign Partners Boat Ops Checklists

ITEM			
Hull	SAT	UNSAT	REMARKS
Visible Surface			
Inflatable Collar			
Grab Lines			
Transom			
-Cleats			
-Tie Downs			
-Radio Antenna Mounts			
-Outdrive, Outboard Mounting bolts, etc.			
-Trim Actuators, Tabs, Pistons			
Paint			
Lettering, Numbering, Decals			
Waterline			
Scupper (Self-Bailing, One way)			
Navigation Lights			
ITEM			
DECK	SAT	UNSAT	REMARKS
Lifting Pad Eyes/Tie Downs			
Fuel Fill/Vents/Overflow, etc.			
Deck Covering (Non-Skid)			
Engine Compartment Cover (If applicable)			
Console Attachment Points			
BCCS Connection Points (if applicable)			
Engine Kill Switch Lanyards and Clip			
Windscreen/Dodgers			
Seats/Shock Mitigation Piston/Hardware/restraints			
Antenna Brackets			
Affixed Arches (Radar, etc.)			
Fixed Lighting and Barackets (spot Light, Blue Lighs, FLIR, etc.)			
ITEM			



ITEM			
Hull	SAT	UNSAT	REMARKS
Visible Surface			
BILGE AREA			
Bilge Pumps			
Sea Chest and Associated Piping, Cut-out Valves			
Engine Mounts (Welds, Blots, Nuts)			
ITEM			
ENGINE COMPARTEMENT (INBOARDS)			
Starter			
Alternator			
Engine Mounts			
Control Cables			
Jacket Water Tank			
Expansion Tank			
Jacket water Tank			
Expansion Tank			
Jacket Water Cooler			
Jacket Water Pump			
Engine Belt Drives			
Turbocharger (if installed)			
Fuel Filter (s)			
Lube Oil Filter (s)			
Dipstick (s)			
Lube Oil Cooler (s)			
Trim Pump Reservoir			
Out Drive Oil Reservoir			
Steering Actuator			
Steering Hoses			
Seawater Strainer (s)			
Engine/Outdrive Interface			
All Flexible Hoses			



ITEM		
OUT-DRIVE/LOWER UNIT COMPONENTS		
Skeg		
Propeller		
Propeller Attachment Points (Outboards)		
Lower Unit Casing		
Cooling Water Intakes		
Cowling Attachments Points (Outboards)		





## **APPENDIX C Glossary**

Introduction

This appendix contains a list of terms that may be useful when reading this Manual.

In this appendix

This appendix contains the following information:

Title	See Page
Glossary	C-2



TERM	DEFINITION
Aids to Navigation Team (ANTS)	An <b>Aids to Navigation Team (ANTS)</b> is a Coast Guard Facility with an OPFAC, Command Cadre, and permanently assigned duty standers, unit boat allowance, and equipment.
Alert Duty	A person is on alert duty when engaged in underway operations or is on SAR readiness standby, with a boat response time of 30 minutes or less.
AOPS/TMT	Abstract of Operations/Training Management tool – allows the user to compile daily AOPS data in a Coast guard centralized database accessed through the web-based application. TMT enables the user to track boat crew training, certification, and currency dates for both underway and shore-side training.
Auxiliary- Operated Station (small)	An <b>Auxiliary-Operated Station (small)</b> is a <b>Station (small)</b> that relies on auxiliary members for its primary duty section staffing for three or more months a year. Auxiliary operated units may or may not have an active duty Command Cadre (i.e., OIC).
<b>Boat Crew</b>	Includes the Coxswain, Engineer, Boat Crew Members, and all other personnel required onboard a boat acting in an official capacity.
Boat Crew Examination Board (BCEB)	A group of certified Boat Crew Members, consisting of experienced Surfmen, Heavy Weather Coxswains, boat Coxswains, Engineers, and Boat Crew Members, as applicable, selected by the unit Commander and organized to examine and evaluate boat crew candidates. BCEB is designated in writing.
<b>Boat Forces Unit</b>	Any Coast Guard unit with an OPFAC number, Command Cadre, permanently assigned personnel that conduct missions with Coast Guard boats.
Boat Outfit/ Stowage Plans	The configuration requirements for standard boat outfits and equipment stowage plans are set forth in the applicable specific boat type operator's handbook.



Certain Dangerous	Includes any of the following:
Cargo (CDC)	Division 1.1 or 1.2 explosives as defined in 49 Code of Federal Regulations (CFR) 173.50.
	Division 1.5D blasting agents for which a permit is required under 49 CFR 176.415 or for which a permit is required as a condition of a Research and Special Programs Administration exemption.
	Division 2.3 "poisonous gas", as listed in 49 CFR 172.101, that is also a "material poisonous by inhalation", as defined in 49 CFR 171.8, and that is in a quantity in excess of 1 metric ton per vessel.
	Division 5.1 oxidizing materials for which a permit is required under 49 CFR 176.415 or for which a permit is required as a condition of a Research and Special Programs Administration exemption.
	A liquid material that has a primary or subsidiary classification of Division 6.1 "poisonous material", as listed in 49 CFR 172.101, that is also a "material poisonous by inhalation", as defined in 49 CFR 171.8, and that is in a bulk packaging or that is in a quantity in excess of 20 metric tons per vessel when not in a bulk packaging.
	Class 7 "highway route controlled quantity" radioactive material or "fissile material, controlled shipment", as defined in 49 CFR 173.403.
	Bulk liquefied chlorine gas and bulk liquefied gas cargo that is flammable and/or toxic and carried under 46 CFR 154.7.
	The following bulk liquids: (i) Acetone cyanohydrin, (ii) Allyl alcohol, (iii) Chlorosulfonic acid, (iv) Crotonaldehyde, (v) Ethylene chlorohydrin, (vi) Ethylene dibromide, (vii) Methacrylonitrile, and (viii) Oleum (fuming sulfuric acid) (source: 33 CFR 160.204).
Certification	Formal command verification that an individual has met all requirements and is authorized to perform the boat crew duties at a specific level aboard a particular boat type.
<b>Command Cadre</b>	The CO or OIC, the XO or XPO, the EPO and senior Boatswain's Mate (at units with a CO) are a unit's Command Cadre.



Configuration	A management dissipling designed to programs and control the forestions.
Configuration Management	A management discipline designed to preserve and control the functional and structural characteristics of a standard boat. Unlike Cutters, standard boats are resources that do not have permanent crews. These resources must be as uniform as possible to support operational safety, maximize crew familiarity, and simplify training, maintenance and support.
Contingency Management	A level of certification for Reserve members which prepares them for mobilization or deployment in the PWCS mission.
Crew Endurance Management (CEM)	A systematic process for balancing organizational (e.g. 24/7 operations, number of B-0 resources, etc.) and mission (e.g. environmental factors, time -of-day, etc.) requirements with the physical and mental capabilities and needs of the crew. CEM uses a systems approach to evaluate the effects of all factors, and interaction of these factors, to control adverse effects, like fatigue, of our operations.
Crew Rest	Time during which alert crews do not engage in any <b>Station</b> work or operations. Crews are allowed to recreate and sleep.
Crew Underway Time	Begins when the member reports to the designated place to prepare for a specific boat mission. Computation of such time ends when the mission is complete. Crew underway time includes time spent accomplishing pre-mission and post-mission boat checks.
Currency Requirements	Tasks which are required to be repeated a certain number of times at regular intervals to maintain currency.
Cutter	A Cutter is a Coast Guard ship with an OPFAC, Command Cadre, and permanently assigned duty standers, unit boat allowance, and equipment.
Deployable Operations Group (DOG)	A Command and Control Unit that controls Coast Guard Deployable Specialized Forces.
Designated Training Petty Officer	An E-6 or above billet specified as Training Petty Officer Billet.



Engineering Changes (ECs)	These are the only authorized modifications to a standard boat. No one other than Commandant (CG-45) is authorized to approve ECs to standard boats. The specific boat type operator's handbook provides amplifying details on the EC process.
NOTE &	Engineering changes were formerly known as BOATALTs.
Extended Alert Duty	A person is on extended alert duty when assigned for more than 24 hours. Generally, this occurs as the result of 48 or 72 hour weekends.
Fatigue	A condition of impaired mental and physical performance brought about by extended periods of exertion and stress which reduces the individual's capability to respond to external stimuli. Some factors contributing to fatigue are sleep loss, exposure to temperature extremes (hypothermia and heat stress), motion sickness, changes in work and sleep cycles, physical exertion, workload, illness, hunger, and boredom. While an individual or crew may be considered to be fatigued at any time, at a minimum, they are considered to be fatigued when they exceed the underway or alert posture standards.
Fatigue Waiver	A waiver to crew rest or rest-recovery requirements granted by the Operational Commander.
Functional Configuration Requirements	This applies to the operation of machinery (i.e. main engines, marine gears, etc.) and electronic/electrical equipment. Minimum performance requirements (full power) and operating parameters as set forth in the applicable specific boat type operator's handbook are functional configuration requirements.
Heavy Weather	Seas (height) greater than 8 FT and/or winds exceeding 30 KTS



High Capacity Passenger Vessel (HCPV)	A vessel that carries a high number of passengers.
High Value Unit (HVU)	USN/NATO aircraft carriers, submarines, and Military Sealift Command (MSC) Sealift/Pre positioned (PREPO) vessels carrying ammunition or other military essential cargo in support of actual combat operations.
Marine Safety Detachment	A geographical remote subordinate detachment under the Sector which performs the marine safety mission.
Marine Safety Unit (MSU)	A large subordinate unit under the Sector which performs the marine safety mission.
Maritime Security Response Team (MSRT)	A unit that is trained to be a first responder to potential terrorist situations; deny terrorist acts; perform non-compliant security actions; perform tactical facility entry and enforcement; participate in port level Counter-Terrorism exercises and educate other forces on Coast Guard Counter-Terrorism procedures.
Maritime Critical Infrastructure/ Key Resource (MCI/KR)	Facilities, structures, systems, assets, or services so vital to the port and its economy that their disruption, incapacity, or destruction would have a debilitating impact on defense, security, the environment, long-term economic prosperity, public health, or safety of the port.
Maritime Force Protection Unit (MFPU)	A Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment, which reports to the District.
Maritime Safety Security Team (MSST)	A Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty standers, unit boat allowance, and equipment, which reports to the DOG.



Night	The period from ½ hour after nautical sunset until ½ hour before nautical sunrise.
Non-Compliant Vessel (NCV)	A vessel subject to examination that refuses to heave to after being legally ordered to do so.
Operational Commander	For the purpose of this instruction, Operational Commanders are defined as those who exercise <i>direct</i> operational control of a boat force unit. This definition specifically does not include the <b>Station</b> CO/OIC exercising operational control of a <b>Station</b> (small).
Operations	Time spent on pre-mission planning, underway, and post mission reporting or follow-up.
Parent Station	A Parent <b>Station</b> is a unit with one or more subordinate <b>Station(s)</b> (small).
	Its Command Cadre allowance may be different from that of a typical unit to account for the increased responsibility associated with the assignment of subordinate <b>Station(s)</b> (small).
Port Security Unit (PSU)	A <b>PSU</b> is a Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty standers, unit boat allowance, and equipment, which reports to the DOG.
Ports, Waterways & Coastal Security (PWCS)	PWCS is one of the Coast Guard's eleven statutory missions. Its purpose is multi-faceted and designed to: protect the U.S. Maritime Domain and U.S. Marine Transportation System from internal and external threats, such as destruction, loss, or injury from terrorism, sabotage, or other subversive acts; deny their use and exploitation as a means for attacks on U.S. territory, population, and critical infrastructure; prepare for and, in the event of an attack or incident, conduct emergency response and recovery operations; and when directed, as the supporting commander, transition to and conduct Maritime Homeland Defense operations.
Proficiency	Status of a crew currency.
Pursuit Certification	A highly technical crew certification for the pursuit of non-compliant vessels engaged in illegal drug trafficking or alien immigration activities.



Qualification	The satisfactory completion of the appropriate qualification tasks.
Readiness	The ability of a boat to perform the functions and missions for which it was designed.
Ready for Operations (RFO) Team	A minimum of three members, the RFO team consists of members designated by the Operational Commander. Teams conduct annual assessment visits to ensure the goals of the Readiness and Standardization Program are achieved.
Reserve Augmented Unit	A Reserve Augmented unit is a unit that relies on reserve personnel for at least one third of its primary duty section staffing for three or more months a year.
Rest-Recovery Time	That period of time after operations and/or Station work which is allocated for rest and recovery and during which no other duties are assigned or performed. Any combination of off-duty time and standby duty may make up rest-recovery time. Rest-recovery time does not necessarily allow the individual to go home or otherwise leave the bounds of the unit.
Rough Bar	A rough bar is a river entrance or inlet where heavy seas or surf conditions exist. Also, in situations where the Coxswain or OIC is unsure, a rough bar is assumed.
Senior Boatswain's Mate	The Senior Boatswain's Mate permanently assigned, other than OIC or XPO. For the purposes of Boat Crew Training, this individual is considered a member of the Command Cadre whose primary function is to lend experience to the unit training program, and assist in the training and mentoring of subordinate personnel.
Sleep Period	A period of time available for an individual to devote to sleeping that is not interrupted by official responsibilities.
Standard Boat	Any Coast Guard boat managed by Commandant (CG-731) with an Operator's Handbook directing the standardization of that boat type and associated equipment.



Standardization Team (STAN)	A three- to five-member deployable evaluation team that consists of highly trained and experienced professionals specializing in the operational/deck and engineering aspects of each standard boat platform. Each team conducts biennial assessment visits to ensure the goals of the Readiness and Standardization Assessment (outlined in this Manual) are achieved. These teams act as a deployable asset to the centers of excellence (BFCO/NMLBS/NATON) for each standard boat platform, and in addition to providing field units with technical information, they support the centers by providing guidance and feedback to improve school training and program functions.
Standards and Standardization	The uniform application of processes, procedures, or techniques to ensure boat crew safety, proficiency, configuration, and vessel reliability. Standards are promulgated by Commandant (CG-731) and (CG-45) and are contained in various publications and directives. This Manual <i>Part 5</i> , <i>Chapter 7</i> , <i>Summary of Directives</i> , provides a summary of references, that contain policy, procedures and guidance affecting the Readiness and Standardization Program.
Standby Duty	A person is on standby duty when in a liberty status, but subject to recall to proceed on a mission as soon as the need is known, with a boat response time of two hours or less after notification.
Station (small)	A <b>Station (small)</b> is a minimally staffed and resource constrained unit that receives operational direction, command, and support from its parent unit.
Station Aids to Navigation Team (STANT)	A STANT is a Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty standers, unit boat allowance and equipment.
Station Work	Activities that constitute normal unit work which are not directly associated with duty, boat operations, pre-mission planning, or post-mission reporting and follow-up.  Example: boat maintenance, <b>Station</b> cleanup, non-mission administrative tasks.
Structural Configuration Characteristics	This applies to the fit, form, and function of structural vessel parts. Watertight closures, vessel coatings, and mounted equipment locations are managed by structural configuration requirements.



Surf	Surf is defined as the waves or swell of the sea breaking on the shore or reef.
Tactical Certification	A highly technical crew certification for the PWCS mission.
Task	A separate training step learned in order to perform a particular job skill.
Task Code	A four element code used to identify the applicability of tasks listed in the Boat Crew Qualification Guide.
Туре	A particular class of boat, such as 41 FT UTB, 49 FT BUSL, or 47 FT MLB.
Unit Commander	A CO or OIC of a unit with a standard or non-standard boat assigned.
Urgent Operations	A mission of sufficient importance that the District Commander elects to execute it with a fatigued boat crew.
Urgent SAR	A mission that involves the probable loss of life unless the Coast Guard intervenes.



## **APPENDIX D Acronyms**

Introduction

This appendix contains a list of acronyms used throughout the Manual.

In this appendix

This appendix contains the following information:

Title	See Page
Acronyms	D-2



ACRONYM	DEFINITION
ADOS	Active Duty for Operational Support
ADT-AT	Active Duty Training for Annual Training
AEPO	Assistant Engineering Petty Officer
ANB	Aids to Navigation Boat
ANTS	Aids to Navigation Team
AOPS	Abstract of Operations
AOR	Area of Operations
APR	Aid Positioning Report
BCEB	Boat Crew Examination Board
BCM	Boat Crew Member
BCMP	Boat Class Maintenance Plan
BECCE	Basic Engineering Casualty Control Exercise
BFCO	Boat Forces and Cutter Operations Branch
BM	Boatswain's Mate
BTM	Boarding Team Member
BUI	Boating Under the Influence
BUSL	Buoy Utility Stern Loading
CAC	Crisis Action Center
CASCOR	Casualty Correction
CASREP	Casualty Report
CB-L	Cutterboat-Large
CB-M	Cutterboat-Medium
CB-OTH	Cutterboat-Over-the-Horizon
CB-S	Cutterboat-Small
CCB	Configuration Control Boards
CDAR	Collateral Duty Addictions Representative
CDC	Certain Dangerous Cargo
CEM	Crew Endurance Management
CFC	Combined Federal Campaign
CGHRMS	Coast Guard Human Resource Management System
CGSAILS	Coast Guard Standard After Action Information and Lessons Learned
CO	Commanding Officer
CO/OIC	Commanding Officer/Officer-in-Charge
COMDTINST	Commandant Instruction
COTP	Captain-of-the Port
CS	Creeping Line Search
CSMP	Current Ship's Maintenance Project
CWO	Chief Warrant Officer
DoD	Department of Defense



ACRONYM	DEFINITION
DOG	Deployable Operation Group
DWO	Deck Watch Officer
EC	Engineering Change
ELT	Enforcement of Laws and Treaties
EMT	Emergency Medical Technician
EO	Engineering Officer
EOCT	End-of-Course Test
EPES	Enlisted Personnel Evaluation System
EPO	Engineering Petty Officer
ESA	Endangered Species Act
EXCOM	Extended Communications
FID	Field Information Document
FS	Food Service Specialist
FWS	Fish and Wildlife Service
GAR	Green-Amber-Red
GMT	General Mandated Training
GPS	Global Positioning System
GSA	Government Services Administration
HCPV	High Capacity Passenger Vessel
HIV	High Interest Vessel
HWX	Heavy Weather
HVU	High Value Unit
IDT	Inactive Duty Training
IMPAC	International Merchant Purchase Authorization Card
JQR	Job Qualification Requirement
LE	Law Enforcement
LECQI	Law Enforcement Competency Qualifications Instruction
LEQB	Law Enforcement Qualification Board
LUFS	Large Unit Financial System
MARSEC	Maritime Security
MBR INT	Member's Initials
MCI / KR	Maritime Critical Infrastructure / Key Resources
MDA	Maritime Domain Awareness
MDV	Marine Dealer Visit
MEDEVAC	Medical Evacuation
MEP	Marine Environmental Protection
MER	Marine Environmental Response
MFPU	Maritime Force Protection Unit
MI	Maintenance Inspection
MICA	Management Information for Configuration and Allowances



ACRONYM	DEFINITION
MILOPS	Military Operations
MLB	Motor Lifeboat
MLEM	Maritime law Enforcement Manual
MMPA	Marine Mammal Protection Act
MNVD	Monocular Night Vision Device
MOA	Memorandum of Agreement
MOB	Man Overboard
MOL	Military Out Load
MOU	Memorandum of Understanding
MSRT	Maritime Security Response Team
MSST	Maritime Safety and Security Team
NAVAIDS	Navigation Aids
NAVRULS	Navigation Rules
NDS	National Distress System
NLB	Near-shore lifeboat
NLT	No Later Than
NMFS	National Marine Fisheries Service
NMLBS	National Motor Lifeboat School
NSB	Non-Standard boat
OIC	Officer-in-Charge
OIC INT	Officer-in-Charge's Initials
OJT	On-the-Job Training
OMMP	Occupational Medical Monitoring Program
OOD	Officer of the Day
OPAREA	Operational Area
OPCON	Operational Commander
OPFAC	Operating Facility
OPORDER	Operations Order
ORM	Operational Risk Management
OSB	Operations Standards Board
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PAL	Personnel Allowance List
PCS	Permanent Change of Station
PDR	Personnel Data Record
PFD	Personal Flotation Device
PI	Personnel Inspection



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ACRONYM	DEFINITION
PMS	Preventive Maintenance System
PO	Petty Officer
POB	Person Onboard
POPFAC	Parent Operating Facility
PPE	Personal Protective Equipment
PSC	Personnel Service Center
PQS	Personnel Qualifications Standards
PRECOM	Preliminary Communications
PSU	Port Security Unit
PWB	Ports and Waterways Boat
PWCS	Ports, Waterways and Coastal Security
QEB	Qualification Examining Board
RB-M	Response Boat-Medium
RFO	Ready for Operations
SAR	Search and Rescue
SC	SAC Coordinator
SFLC	Surface Force Logistics Center
SITREP	Situation Report
SK	Storekeeper
SKF	Skiff
SMC	SAR Mission Coordinator
SOP	Standard Operating Procedure
SPO	Servicing Personnel Office
SPC	Special Purpose Craft
SPE/GAR	Severity-Probability-Exposure/Green-Amber-Red
SRA	Short Range Aids to Navigation Station
SRU	Search and Rescue Unit
SS	Square Search Single Unit
SSM	Support and Special Mission
STANT	Station Aids to Navigation Team
STTR	Short-Term Resident Training Request
TAD	Temporary Assigned Duty
TANB	Trailerable ATON Boat
TCM	Telecommunications Manual
TCT	Team Coordination Training
TD	Temporary Duty
TMT	Training Management Tool
TPSB	Transportable Port Security Boat
TRACEN	Training Center
TRATEAM	Training Team
TSN	Track Line Search Unit Non-return



ACRONYM	DEFINITION
TSR	Track Line Search Single Unit Return
U/W	Underway
UCMJ	Uniform Code of Military Justice
UPH	Unaccompanied Personnel Housing
UTB	Utility Boat Big
UTL	Utility Boat (Large)
UTM	Utility Boat (Medium)
VS	Vessel Safety
VSC	Vessel Safety Check
XO	Executive Officer
YN	Yeoman



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